

## CONCIERGE ELITE

Download the Concierge Elite app from the **Apple** App Store, **Android** Google Play or **Windows** App Store (search for Concierge Elite) or visit [www.freemanco.com/solutions/mobile](http://www.freemanco.com/solutions/mobile) to learn more. This will give you the ability to:

- Submit requests for service
- View previous & current orders
- Sign up for freight notifications
- Request shipping labels
- Receive empty return notifications
- Express checkout of the show

For a short demo of Concierge Elite, go to [www.freemanco.com/cedemo](http://www.freemanco.com/cedemo) to view its many features.

## SERVICE INFORMATION

### BOOTH EQUIPMENT

#### SATCON BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLUE and WHITE back drape, 3' high BLUE side dividers and a 7" x 44" one-line identification sign. The aisle will be carpeted in Giallo (YELLOW).

#### CCW BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high BLUE and WHITE back drape, 3' high BLUE side dividers and a 7" x 44" one-line identification sign. The aisles will be carpeted in Arancio (ORANGE).

### DISCOUNT PRICE DEADLINE DATE

**Order early to take advantage of advance order discount rates, place your order by October 20, 2014.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Monday	November 10, 2014	8:00 AM - 4:30 PM
*Tuesday	November 11, 2014	8:00 AM - 4:30 PM

**\*Please note that Veterans Day will be observed on Tuesday November 11th. Holiday rates will apply for all Material Handling charges.**

### EXHIBIT HOURS

Wednesday	November 12, 2014	10:00 AM - 6:00 PM
Thursday	November 13, 2014	10:00 AM - 5:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Thursday	November 13, 2014	5:00 PM - 9:00 PM
Friday	November 14, 2014	8:00 AM - 10:00 AM

**We will begin returning empty containers once aisle carpet is removed.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Friday, November 14, 2014 at 10:00 AM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, November 14, 2014 at 8:00 AM.

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:****FREEMAN**

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada, (817) 607-5100 Local & International, (469) 621-5810 Fax

**SERVICE CENTER HOURS**

Monday	November 10, 2014	8:00 AM - 4:30 PM
Tuesday	November 11, 2014	8:00 AM - 4:30 PM
Wednesday	November 12, 2014	8:00 AM - 4:30 PM
Thursday	November 13, 2014	8:00 AM - 9:00 PM
Friday	November 14, 2014	8:00 AM - 12:00 PM

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [www.freemanco.com/store](http://www.freemanco.com/store) by October 20, 2014.** Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine®. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link to create a new account. To access Freeman OnLine® without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click on the "Login" link. If you need assistance with Freeman OnLine® please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

**SHIPPING INFORMATION**

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**CCW + SATCON**  
C/O FREEMAN  
1 RAILROAD PL  
MASPETH, NY 11378

Freeman will accept crated, boxed or skidded materials beginning Friday, October 10, 2014, at the above address. Material arriving after November 03, 2014 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**CCW + SATCON**

C/O FREEMAN

JACOB K. JAVITS CONVENTION CENTER

655 W 34TH ST

NEW YORK, NY 10001-1188

Freeman will receive shipments at the exhibit facility beginning Monday, November 10, 2014. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

#### LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

#### ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (201) 299-7575.

WE APPRECIATE YOUR BUSINESS!

## FREEMAN GENERAL INFORMATION

### TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Exhibitor Services at (201) 299-7575 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by October 20, 2014.

#### AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

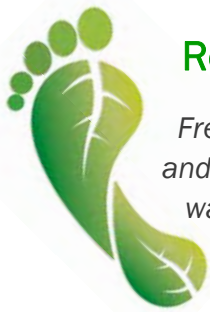
The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### EXHIBITOR ASSISTANCE

Call Freeman's Exhibitor Services department at (201) 299-7575 with any questions or needs you may have

For more information and helpful hints on pre-show procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on post-show procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).



## Reducing Your Footprint

*Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.*

### Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

#### Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways, such as free songs from iTunes, coupons and free online Apps are smart and trendy.

#### Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

#### Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.



#### Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.



These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact Jeff Chase at [jeff.chase@freemanco.com](mailto:jeff.chase@freemanco.com).

# F R E E M A N

\*909 Newark Turnpike

Kearny, NJ 07032

(201) 299-7575 Fax: (469) 621-5618

FreemanNewYorkES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 20, 2014

INCLUDE THIS FORM  
WITH YOUR ORDER

NAME OF SHOW: **CCW+SATCON / NOVEMBER 12 - 13, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BOOTH SIZE \_\_\_\_\_ X \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

CONTACT'S E-MAIL \_\_\_\_\_

E-MAIL FOR INVOICE \_\_\_\_\_ ☐ Check if you are a new Freeman Customer

Invoices will be sent by e-mail, please provide e-mail address of the person who reconciles your invoices if different than contact's e-mail.

## METHOD OF PAYMENT

BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

### ☐ COMPANY CHECK

Please make check payable to: Freeman. Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("US. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

**Please reference (304624) on your remittance.**

### ☐ CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA **FREEMAN NOW ACCEPTS DEBIT CARDS**

### ☐ BANK TRANSFER

Bank Transfer to Bank of America, N.A.; Dallas, TX

Wire Transfer

ABA#: 026009593 ACCT #1252039192 Freeman

International Wire Transfer

Swift Code: BOFAUS3N ACCT #1252039192 Freeman

ACH Direct Deposit

ABA# 111000012 ACCT #1252039192 Freeman

**Please reference Name of Show & Booth Number so we can properly credit your account.**

**Note: Customers are responsible for any bank processing fees.**

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

☐ Personal Credit Card

☐ Company Credit Card

Cardholder Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	RENTAL EXHIBITS & ACCESSORIES	INSTALLATION LABOR	DISMANTLE LABOR	MATERIAL HANDLING		
RIGGING INSTALLATION	RIGGING DISMANTLE	SIGNS	EXHIBIT TRANSPORTATION	GRAND TOTAL			

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.freemanco.com/store](http://www.freemanco.com/store).
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Sales Representative.

### TELL US WHAT YOU THINK

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?304624>

Freeman method of payment

# F R E E M A N

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

CCW + SATCON / NOVEMBER 12 - 13, 2014

In order to authorize Freeman to invoice a third party for payment of services rendered to exhibitors, both the exhibiting company and the third party must complete this form and return it at least 14 days prior to show move-in.

## EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from Freeman, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

**BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

EXHIBITOR NAME: (PLEASE PRINT)

EXHIBITOR SIGNATURE:

DATE:

## EXHIBITING COMPANY INFORMATION

EXHIBITING COMPANY NAME:

BOOTH #:

EXHIBITING COMPANY ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

Indicate which services are to be invoiced to the Third Party:

☐ ALL FREEMAN SERVICES

☐ FREEMAN EXHIBIT TRANSPORTATION

☐ I&D LABOR/SUPERVISION

☐ RENTAL FURNITURE/CARPET/SIGNS

☐ MATERIAL HANDLING/IN & OUT

☐ BOOTH CLEANING

☐ OTHER \_\_\_\_\_

## THIRD PARTY COMPANY INFORMATION

THIRD PARTY COMPANY NAME:

CONTACT NAME:

THIRD PARTY BILLING ADDRESS:

CITY/STATE/ZIP:

PHONE:

EXT:

FAX:

CONTACT'S E-MAIL:

E-MAIL FOR INVOICE:

Invoices will be sent by e-mail; please provide the e-mail address of the person who reconciles your invoices if different than contact's e-mail.

## THIRD PARTY CREDIT/DEBIT CARD AUTHORIZATION

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

**FREEMAN NOW ACCEPTS DEBIT CARDS**

ACCOUNT NO:

EXP. DATE:

CARDHOLDER NAME (PLEASE PRINT):

CARD TYPE:

AUTHORIZED SIGNATURE:

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP:

02/12 (304624)

third party authorization  
FREEMAN



# MATERIAL HANDLING

**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.** Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to Freeman's warehouse or to an event site for which Freeman is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor with Freeman.

1. **DEFINITIONS.** For purposes of this Contract, Freeman means Freeman Decorating Services, Inc., and its employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, any Exhibitor Appointed Contractors ("EAC"), and any persons receiving services from Freeman.

2. **PACKAGING/CRATES AND STORAGE.** Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Freeman shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. Freeman will not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **FREEMAN ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.**

3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or its representative. All previous labels must be removed or obliterated. Freeman assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Freeman labels; or improper information on empty labels. **FREEMAN WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAME ARE IN EMPTY CONTAINER STORAGE.**

4. **INBOUND/OUTBOUND SHIPMENTS.** There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and **during such times, Exhibitor materials will be left unattended.** FREEMAN IS NOT RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER THEY HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE OR BEFORE THEY HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. Freeman recommends the securing of security services from Facility or Show Management. All MHA's submitted to Freeman by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Freeman and the actual count of such items in the booth at the time of pickup.

5. **DELIVERY TO THE CARRIER FOR RELOADING.** Freeman assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. Freeman loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **FREEMAN ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

6. **DESIGNATED CARRIERS.** Freeman shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Freeman be responsible for any loss resulting from such rerouting designation.

7. **FORCE MAJEURE.** Freeman's performance hereunder is subject to, and Freeman shall not be responsible for loss, delay, or damage due to, strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond Freeman's reasonable control, nor for ordinary wear and tear in the handling of materials.

8. **CLAIM(S) FOR LOSS.** Exhibitor agrees that any and all claims for loss or damage must be submitted to Freeman immediately at the show site, and in any case not later than **thirty (30) business days** after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when Exhibitor's materials are delivered to the carrier for transportation from the show site or from Freeman's warehouse). All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against Freeman **more than two (2) years** after the date of loss or damage occurred.

a. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due Freeman for its services as an offset against the amount of any alleged loss or damage. Any claims against Freeman shall be considered a separate transaction and shall be resolved on their own merits.

b. **MAXIMUM RECOVERY.** If found liable for any loss, Freeman's sole and exclusive **MAXIMUM** liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment.

c. **LIMITATION OF LIABILITY.** IN NO EVENT SHALL FREEMAN BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF FREEMAN OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF FREEMAN HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

9. **DECLARED VALUE.** Declarations of Declared Value are between the Exhibitor and the selected Carrier ONLY, and are in no way an extension of Freeman's maximum liability stated herein. Freeman will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, FREEMAN WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

10. **JURISDICTION / VENUE.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

11. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless Freeman and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out or contributed to by Exhibitor's negligent supervision of any labor secured through Freeman; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or exposition to which this Contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Freeman's equipment; Exhibitor's violation of Federal, State, County or Local ordinances; and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

12. **LIEN.** Exhibitor grants Freeman a security interest in and a lien on all of Exhibitor's goods (including without limitation all equipment) that is from time to time in the possession of Freeman and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by Freeman on its behalf, services performed, materials and/or labor from time to time provided by Freeman to or for the benefit of Exhibitor ("Obligations"). Freeman shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that Freeman is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. Freeman may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

13. **WAIVER & RELEASE.** Exhibitor, as a material part of the consideration to Freeman for material handling services, waives and releases all claims against Freeman with respect to all matters for which Freeman has disclaimed liability pursuant to the provisions of this Contract.

14. **DRIVER LIABILITY WAIVER.** IN CONSIDERATION OF FREEMAN PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND/OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS FREEMAN, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISE.



# PAYMENT & LABOR

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between FREEMAN and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- THE METHOD OF PAYMENT FORM IS SIGNED; OR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH FREEMAN; OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

## DEFINITIONS

For purposes of this Contract, "FREEMAN" or "The Freeman Companies" means Freeman Decorating Services, Inc., Freeman Decorating Ltd., Freeman Exhibit, AVW-TELAV Inc., Freeman Transportation, Hoffend Xposition, Stage Rigging, Inc., Kerry Technical Services, TFC, Inc., Freeman Electrical Services, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors FREEMAN may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

## PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FREEMAN except where specifically identified as a sale. All rentals include delivery, installation, and removal from EXHIBITOR'S booth. In case of cancellation of any orders or services by EXHIBITOR, a one-hour "per person, per hour" charge will be applied for all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond FREEMAN'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. FREEMAN will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the FREEMAN Service Center Representative of problems with any orders, and to check the EXHIBITOR'S invoice for accuracy prior to the close of the Show or Event. If EXHIBITOR is exempt from payment of sales tax, FREEMAN requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, FREEMAN requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in DALLAS, TEXAS upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FREEMAN shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, EXHIBITOR agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the EXHIBITOR and FREEMAN relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FREEMAN for its services, as an offset against the amount of any alleged loss or damage. Any claims against FREEMAN shall be considered a separate transaction, and shall be resolved on its own merits. FREEMAN reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FREEMAN may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges. If EXHIBITOR provides a credit card for payment and charges are rejected by the EXHIBITOR'S credit card company for any reason, FREEMAN hereby provides notice that it reserves the right, and EXHIBITOR authorizes FREEMAN, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the EXHIBITOR'S account.

## ELECTRICAL

Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE. Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

## LABOR UNDER THE SUPERVISION OF EXHIBITOR

### RESPONSIBILITIES:

EXHIBITOR shall be responsible for the performance of labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through FREEMAN in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with FREEMAN'S Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

### INDEMNIFICATION:

EXHIBITOR agrees to indemnify, hold harmless, and defend FREEMAN from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to FREEMAN employees, and/or property damage arising out of work performed by labor provided by FREEMAN but supervised by EXHIBITOR. Further, the EXHIBITOR'S indemnification of FREEMAN includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by FREEMAN to work in a manner that violates any of the above rules, regulations, and/or ordinances.

### IMPORTANT

PLEASE REFER TO FREEMAN'S "MATERIAL HANDLING TERMS & CONDITIONS" AS IT RELATES TO MATERIAL HANDLING SERVICES AND TO THE "SERVICE REQUEST & SHIPPING INSTRUCTIONS CONTRACT" AS IT RELATES TO TRANSPORTATION SERVICES. CONTRACT TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH FREEMAN. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH FREEMAN.

Freeman REV 4.12

Freeman

# TRANSPORTATION COMPLETE



**SAVE MONEY  
NOW!**

Freeman's all-inclusive shipping and material handling package means transporting your exhibit materials has never been simpler or as affordable.

## Double the convenience... zero surprises.

### Package includes:

- Round trip standard ground transportation AND material handling services
- No additional fees, no surprises
- Pick-up and transportation from point of origin to either advance warehouse or show site – your choice.
- Pre-printed shipping labels & outbound paperwork

### Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- All charges on your Freeman invoice
- LTL (less than truck load) shipping

**To take advantage, call 1-800-995-3579 or email [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com) for a quote.**

\*Services apply to destinations anywhere in the Continental U.S.



**F R E E M A N**  
INNOVATION DEDICATED TO YOUR BRAND



# EXHIBIT transportation

There are many transportation carriers to choose from, but Freeman has more than 85 years of experience in the events industry. No one understands exhibit transportation better than Freeman. Allow us to make the shipping process easy for you.

Between our cost effective solutions, superior customer service and all inclusive pricing, you will find Freeman Exhibit Transportation to be reputable, reliable and convenient. Our transportation experts have the ability to quickly respond to changes when necessary and are available to assist you with all of your show requirements.

As the official service contractor, Freeman partners with you and with decision makers at show site – making it easier for you to transport your exhibit to any location.

Some of the benefits of working with Freeman Exhibit Transportation include:

- Guaranteed all inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service.
- One convenient invoice with all your Freeman show services.
- On site transportation experts are available before, during and after the show.
- Customer service seven days a week, offering complete shipment visibility and expert oversight.

## questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit [www.freemanco.com](http://www.freemanco.com)

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at [exhibit.transportation@freemanco.com](mailto:exhibit.transportation@freemanco.com)

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at [international.freight@freemanco.com](mailto:international.freight@freemanco.com)

# F R E E M A N

(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

**COMPLETE THIS FORM ONLY IF YOU ARE  
SHIPPING YOUR EXHIBIT MATERIALS BY  
FREEMAN EXHIBIT TRANSPORTATION**

FREEMAN exhibit transportation

NAME OF SHOW: **CCW + SATCON / NOVEMBER 12 - 13, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call applicable number listed above to speak with one of our experts.

**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

## EXHIBIT TRANSPORTATION

### TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International

**COMPLETE THE FOLLOWING ITEMS  
ON THIS FORM:**

### PICK UP INFORMATION

Requested Pick Up Date: \_\_\_\_\_

SHIPPER NAME \_\_\_\_\_

SHIPPER ADDRESS \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### DESTINATION

- ☐ I will be shipping to the **WAREHOUSE**

**FREEMAN / Exhibiting Company Name / Booth #**

**CCW + SATCON**

C/O: FREEMAN

1 RAILROAD PLACE

MASPETH, NY 11378

MUST BE DELIVERED BY NOVEMBER 03, 2014

- ☐ I will be shipping to **SHOW SITE**

**FREEMAN / Exhibiting Company Name / Booth #**

**CCW + SATCON**

C/O: FREEMAN

JACOB K JAVITS CONVENTION CENTER

655 W 34TH ST

NEW YORK, NY 10001-1188

CANNOT BE DELIVERED BEFORE NOVEMBER 10, 2014

### TYPE OF SERVICE

- ☐ Next Day Air: Delivery next business day by 5:00 PM
- ☐ Second Day Air: Delivery second business day by 5:00 PM
- ☐ 3-5 Day Service: Delivery within 3 - 5 business days
- ☐ Declared Value \$ \_\_\_\_\_

**Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.**

- ☐ Standard Ground: Dependent on distance
- ☐ Expedited Ground: Tailored to specific requirements
- ☐ Specialized: Pad wrapped, uncrated, truck load

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other ( _____ )	_____
____ Total	_____

Size of largest piece: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (L) \_\_\_\_\_

**NOTE: Shipments will be weighed and measured prior to delivery.**

### OUTBOUND SHIPPING

- ☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Labels : \_\_\_\_\_

**FAX THIS COMPLETED FORM TO:  
(469) 621-5810**

**A TRANSPORTATION SPECIALIST  
WILL CALL YOU TO CONFIRM  
RECEIPT OF ORDER AND  
FINALIZE DETAILS.**

SHOW # (304624)



# MOTOR CARGO

## MOTOR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

This Contract establishes your legal obligations with regard to the property described herein being shipped with Freeman Transportation. It specifically limits your rights and possible recovery if your property is lost or damaged. You must accept all terms and conditions of this Contract. You confirm that you have read and agree with all the terms and conditions of this Contract by receipt without contest. This Contract may not be waived or varied, except in writing, and then only by an authorized representative of Freeman.

1. **DEFINITIONS.** In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

2. **FINAL CONTRACT BETWEEN THE PARTIES.** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this Contract, Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman for inbound shipments and after loading on the applicable carrier for outbound shipments, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

3. **FREEMAN'S RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED.** Freeman shall not be responsible for the performance of individuals or firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. Freeman shall not be liable for delay caused by highway obstructions, or faulty or impassable highways, or lack of capacity of any highway, bridge, or ferry, or caused by breakdown or mechanical defects of vehicles or equipment, or from any cause other than the negligence of Freeman. Freeman shall not be bound to transport by any particular schedule, means, vehicle or otherwise, other than with reasonable dispatch.

4. **PACKAGING AND CRATES.** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association.

5. **PERISHABLE GOODS.** Goods of a perishable nature are carried in dry trailers without environmental or atmospheric control or other special services unless Shipper states on the face of the "Service Request and Shipping Instructions" that the goods are to be carried in a refrigerated, heated, specially ventilated or otherwise specially equipped trailer. This carriage may be subject to additional charges. Shipper is responsible for bringing the goods to the proper temperature before loading the goods into the trailer, for the proper stowage of the goods within the trailer, and for setting the temperature (including maintenance and repair), during all times after the trailer is spotted by Freeman and before the trailer is received by Freeman. Freeman is not responsible for product deterioration caused by inherent vice, defects in the merchandise or transit times in excess of product shelf life. Refrigerated, heated, specially ventilated or otherwise specially equipped trailers are not equipped to change the temperature of goods (they are equipped only to maintain temperature). Shipper will give written notice of requested temperature setting of the thermostatic controls before receipt of the goods by Freeman. When a loaded trailer is received, Freeman will verify that the thermostatic controls are set to maintain trailer temperature as requested. Freeman is unable to determine whether the goods were at the proper temperature when they were loaded into the trailer or when the trailer is delivered to Freeman. Air temperature at the unit sensor will be maintained within a proper range of plus or minus 5 degrees Fahrenheit of the temperature requested by Shipper on the face of the "Service Request and Shipping Instructions" if the goods were at that temperature when loaded into the container and if the temperature controls were properly set when the container was loaded.

6. **REFUSED SHIPMENTS.** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of Freeman, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated in these instructions to receive notice.

(b) Storage charges, if applicable, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. When Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

7. **INSURANCE. Freeman is NOT AN INSURER.** Shipper is responsible for obtaining insurance for its property. Freeman provides no insurance for Shipper or its property.

8. **LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES.** Shipper understands that even if Shipper's property is lost, stolen, or damaged, Freeman does not pay replacement or restoration cost of any property. **FREEMAN'S MAXIMUM LIABILITY SHALL BE THE AMOUNT OF PROVEN ACTUAL VALUE NOT EXCEEDING THE LOWER OF THE FAIR MARKET VALUE (THE "FAIR MARKET VALUE" EQUALS THE AS IS WHERE IS PRICE FOR THE PROPERTY AT THE LOCATION OF THE SHOW TO WHICH PRICE A WILLING BUYER AND A WILLING SELLER WOULD AGREE IN AN ORDINARY COURSE OF BUSINESS, ARM'S LENGTH SALE.) OR \$25.00**

**(USD) PER POUND OF CARGO LOST OR DAMAGED UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** Even if Shipper has made a declaration of value, liability shall never exceed the depreciated original invoice value or the fair market value of the property, whichever is less. The value per pound for applying declared valuation charges shall be determined by dividing Shipper's declared value for carriage by the actual weight of the shipment. In all cases not prohibited by law, where a lower value than the actual value of the said property has been stated in writing by Shipper or has been agreed upon in writing as the released value of the property upon which the rate is based, such lower value plus freight charges, if paid, shall be the maximum recoverable amount for loss or damage. **Notwithstanding the above limitations, all shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):** (a) Artworks and objects of art, including without limitation, original paintings, drawings, etchings, watercolors, tapestries and sculptures or prototypes; (b) Clocks, jewelry, including costume jewelry, furs, and fur-trimmed clothing; (c) Personal effects, including without limitation, papers and documents; or (d) Coin money, currency, gift certificates, debit cards, credit cards, and any other items of extraordinary value.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. In any event, (excluding small package program shipments) **FREEMAN'S MAXIMUM LIABILITY WILL NEVER BE MORE THAN \$100,000 PER SHIPMENT.** Shipper understands that even if Shipper is not able to participate or fully participate in a Show due to loss of, theft of, or damage to their property, Freeman shall not be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, or damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties: **(A) WHENEVER OR WHEREVER THE CLAIMED LOSS OR DAMAGE MAY OCCUR; (B) EVEN THOUGH THE ALLEGED LOSS OR DAMAGE IS CLAIMED TO RESULT FROM NEGLIGENCE, STRICT LIABILITY, PRODUCTS LIABILITY, BREACH OF CONTRACT, BREACH OF STATUTE OR REGULATION, OR ANY OTHER LEGAL THEORY OR CAUSE, AND; (C) EVEN THOUGH FREEMAN MAY HAVE BEEN ADVISED OR BE ON NOTICE OF THE POSSIBILITY OR EVEN THE PROBABILITY OF SUCH DAMAGES.**

9. **SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:** (a) Shipper must pay in full for the services rendered under this Agreement at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim may be submitted by or on behalf of Shipper to Freeman unless Shipper's account is current.

(b) Shipper understands and acknowledges that Freeman does not accept or transport illegal or hazardous materials of any kind or nature. Shipper warrants and will ensure that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of Freeman or persons, property, or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

(c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with subsection (b) of this section regarding the inclusion of any dangerous substances in the property placed with Freeman.

10. **CLAIMS.** Claims must be filed in writing within nine (9) months after the date of delivery of the property (or in the case of export traffic, within nine (9) months after delivery at the port of export), except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. Suits for loss, damage, or delay shall be instituted against Freeman no later than two (2) years and one (1) day from the day when written notice is given by Freeman to the claimant that Freeman has disallowed the claim or any part or parts of the claim specified in the notice. Shipper shall deliver notice of claim for loss or damage by hand, U.S. mail, courier, facsimile, or electronic means to Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370, as soon as loss or damage is discovered. The notice of claim shall invite a prompt joint survey of the damage, at a time and place to be agreed between the parties, and such survey shall go forward promptly. However, if in any case the property is received by the Consignee or the Consignee's agent without notice of loss or damage to property being served on Freeman within 15 calendar days of the receipt of the property, it is agreed between Freeman and Shipper that in that instance the presumption shall arise that the property was delivered in proper quantity and in good condition. Claims filed more than nine (9) months following the date on which the property was delivered or should have been delivered are agreed to be forever time barred.

11. **CHOICE OF FORUM / ARBITRATION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF TEXAS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF CONTRACT, TORT, COMMON LAW OR RELATING TO THE ENFORCEMENT OR INTERPRETATION OF THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be exclusively settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

12. **MISCELLANEOUS.** (a) Shipper warrants the accuracy of the weight and dimension data furnished in this Contract; (b) Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment, stop the shipment in transit, or divert or reschedule same. (c) Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment. Shipper agrees that all shipments are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

13. **SMALL PACKAGE PROGRAM.** If items shipped via Freeman's Small Packages program are lost, damaged or destroyed while in Freeman's possession, **FREEMAN'S MAXIMUM LIABILITY SHALL BE \$100 per package UNLESS AT THE TIME OF SHIPMENT SHIPPER MAKES A DECLARATION OF VALUE IN THE SPACE DESIGNATED ON THE SHIPPING INSTRUCTIONS AND PAYS THE APPROPRIATE VALUATION CHARGE.** If small packages are received by the Shipper and notice of loss or damage is not received by Freeman within 15 days of the delivery of the property, the parties agree that the presumption shall arise that the property was delivered in proper quantity and in good condition.

## AIR CARGO SERVICE REQUEST AND SHIPPING INSTRUCTIONS CONTRACT

In tendering this shipment, the Shipper and Consignee agree to these TERMS which no agent or employee of the parties may alter. This Air Service Request and Shipping Instruction Contract is NON-NEGOTIABLE and has been prepared by Shipper, or if by Freeman or another on Shipper's behalf, it shall be deemed, conclusively, to have been prepared by the Shipper. The Shipper agrees that this shipment is subject to the TERMS stated herein ALL TERMS, including but not limited to, all the limitations of liability, shall apply to our agents and their contracting carriers.

**1. DEFINITIONS:** In this Contract, "Freeman" means Freeman Decorating Services, Inc., and its respective employees, officers, directors, agents, assigns, affiliated companies, and related entities including any contractors appointed by Freeman. The term "Shipper" means the person or business for whom the property is being transported, and includes their respective employees, officers, directors, agents, assigns, affiliated companies, and contractors appointed by the Shipper, excluding only Freeman. "Property" is all objects of any type received from the Shipper for transport by Freeman as described herein. "Consignee" is the party to whom Shipper has designated the goods are to be delivered.

**2. FINAL CONTRACT BETWEEN THE PARTIES:** In exchange for Shipper's payments and Freeman's services, which the parties have specified in this two-page Contract (including the Air Cargo Service Request and Shipping Instructions), Freeman and Shipper each agree that this Contract shall govern their respective rights and obligations regarding transportation of Shipper's property. This Contract shall take effect when the property first comes into the physical possession of Freeman, and the responsibility of Freeman under same shall end when the property has been placed in the possession of the Consignee or the Consignee's designated agent. If any part or provision of this Contract is found by a court of competent jurisdiction to be void or unenforceable, the remainder of the Contract shall continue in full force and effect.

**3. Freeman's RESPONSIBILITIES UNDER THE CONTRACT ARE LIMITED:** Freeman is responsible for the satisfactory performance of only those services which it directly provides under this Contract. Freeman shall not be responsible for the performance of individuals of firms who are not under the direct supervision or control of Freeman. Freeman shall not be responsible for events or causes of loss, delay, or damage beyond its reasonable control, including (by way of illustration only, and not as a limitation on the breadth of this clause), strike, lockout, work slowdown or stoppage, power failure, breakdown of plant or machinery, facility failure, vandalism, theft, Act of God, effect of natural elements, riot, civil commotion or disturbance, terrorism, act of war or belligerent parties, and any other cause or causes beyond the reasonable control of Freeman. EXCEPT FOR ELIGIBLE GUARANTEED SERVICE SHIPMENTS, Freeman DOES NOT GUARANTEE DELIVERY BY ANY SPECIFIC TIME OR DATE.

**4. PACKAGING AND CRATES:** Shipper's property must be well packaged for safe and secure handling, storage and shipment using ordinary care. Each piece must be legibly and durably marked with the name and address, including correct ZIP code of the Shipper and Consignee. When a container is used repetitively by Shipper, Shipper must remove all old labels, tags, markings, etc., and Shipper must ensure that the container retains adequate strength for transportation. Freeman makes neither representation nor any warranty regarding the acceptability or suitability of any packaging system or procedure that Shipper might use for its property. Freeman shall not be responsible for damage to loose or uncrated materials, padwrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. General guidance as to acceptable packaging systems and procedures may be found in publications such as the National Motor Freight Classification, published by the National Motor Freight Traffic Association. For shipments of Perishable Commodities, U.S. and Canadian shipments must be packed to travel without spoilage for 72 hours from time of pickup; all International shipments must be packed to travel without spoilage for 24 hours beyond an agreed deadline. Freeman reserves the right to periodically embargo regions of the world due to conditions that may cause damage to perishable commodities.

**5. REFUSED SHIPMENTS:** If the Consignee refuses a shipment tendered for delivery or if Freeman is unable to deliver a shipment because of fault or mistake of the Consignor or Consignee, Freeman's liability shall then become that of a warehouseman.

(a) Freeman shall promptly attempt to provide notice, by telephonic, electronic or written communication as provided on the face of these shipping instructions, if so indicated, to Shipper or the party, if any, designated to receive notice in these instructions.

(b) Storage charges, based on Freeman's applicable rates, shall start no sooner than the next business day following the attempted notification. Storage may be, at Freeman's option, in any location that provides reasonable protection against loss or damage. Freeman may place the shipment in public storage at the owner's expense and without liability to Freeman.

(c) If Freeman does not receive disposition instructions within 48 hours of the time of Freeman's attempted first notification, Freeman will attempt to issue a second and final confirmed notification. Such notice shall advise that if Freeman does not receive disposition instructions within 10 days of that notification, Freeman may offer the shipment for sale at a public auction and Freeman has the right to offer the shipment for sale. The amount of sale will be applied to Freeman's invoice for transportation, storage and other lawful charges. Shipper will be responsible for the balance of charges not covered by the sale of the goods. If there is a balance remaining after all charges and expenses are paid, such balance will be paid to the owner of the property sold hereunder, upon claim and proof of ownership.

(d) Where Freeman has attempted to follow the procedure set forth above and the procedure is not possible, nothing shall be construed to abridge the right of Freeman, at its option, to sell the property under such circumstances and in such manner as may be authorized by law.

(e) When perishable goods cannot be delivered and disposition is not given within a reasonable time, Freeman may dispose of property to the best advantage. Where Freeman is directed by Consignee or Consignor to unload or deliver property at a particular location where Consignor, Consignee, or the Agent of either is not regularly located, Freeman's liability for the shipment shall terminate after unloading or delivery.

**6. LIMITATION ON SHIPPER'S RECOVERABLE DAMAGES:** Freeman's LIABILITY FOR DAMAGES ON DOMESTIC SHIPMENTS, INCLUDING BUT NOT LIMITED TO THOSE DAMAGES ARISING FROM OR RELATED TO MISDELIVERY, INCOMPLETE OR OTHERWISE INADEQUATE DELIVERY (INCLUDING BUT NOT LIMITED TO FAILURE TO FOLLOW SHIPPER OR CONSIGNEE INSTRUCTIONS OR FAILURE TO COLLECT OR PROPERLY DELIVER A PAYMENT INSTRUMENT), NONDELIVERY, MISSED PICKUP, AND LOSS OF OR DAMAGE TO CARGO, SHALL BE LIMITED TO THE HIGHER OF \$50.00 (USD) PER SHIPMENT OR \$5.00 (USD) PER POUND (\$1.10 (USD) PER KILOGRAM) OF CARGO ADVERSELY AFFECTED THEREBY, PLUS TRANSPORTATION CHARGES APPLICABLE TO THAT PART OF THE SHIPMENT ADVERSELY AFFECTED THEREBY, UNLESS AT TIME OF SHIPMENT THE SHIPPER MAKES A DECLARATION OF VALUE FOR CARRIAGE IN THE SPACE DESIGNATED ON THE SERVICE REQUEST AND SHIPPING INSTRUCTIONS FORM AND PAYS THE APPROPRIATE VALUATION CHARGE. IN NO EVENT SHALL Freeman's LIABILITY EXCEED THE DECLARED VALUE OF THE SHIPMENT OR THE AMOUNT OF LOSS OR DAMAGE ACTUALLY SUSTAINED, WHICHEVER IS LOWER. IF CARRIAGE OF THE SHIPMENT IS SOLELY OR PARTLY BY AIR AND INVOLVES AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE, Freeman's LIABILITY FOR CARGO LOST, DAMAGED OR DELAYED SHALL BE LIMITED TO \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE SUBJECT TO THE UNAMENDED WARSAW CONVENTION OR THE WARSAW CONVENTION AS AMENDED BY THE HAGUE PROTOCOL OF 1955, 17 SPECIAL DRAWING RIGHTS PER KILOGRAM FOR CARRIAGE SUBJECT TO THE WARSAW CONVENTION AS AMENDED BY THE MONTREAL PROTOCOL NO. 4 OF 1975, OR \$9.07 PER POUND (\$20.00 PER KILOGRAM) FOR CARRIAGE WHERE THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS, DOES NOT APPLY FOR ANY REASON, UNLESS A HIGHER DECLARED VALUE IS REQUESTED, AND THE FEES SET FORTH IN THE SERVICE GUIDE FOR SUCH HIGHER DECLARED VALUE ARE PAID. FOR INTERNATIONAL SHIPMENTS, THIS SHIPPING REQUEST AND SHIPPING INSTRUCTION CONTRACT SHALL BE DEEMED AN AIR WAYBILL WITHIN THE MEANING OF THE WARSAW CONVENTION.

Notwithstanding the above limitations, domestic shipments containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):

- (a) artworks and objects of art, including without limitation original paintings, drawings, etchings, water colors, tapestries and sculpture;
- (b) clocks, watches, jewelry (including costume jewelry), furs and fur-trimmed clothing;
- (c) personal effects;
- (d) and other inherently fragile or unique items, including prototypes, etc.

Any declared value in excess of the maximums allowed herein is null and void, and the acceptance by Freeman for carriage of any shipment with a declared value in excess of the allowed maximums does not constitute a waiver of these maximums. Shipper understands that even if Shipper is not able to participate or fully participate in a show due to loss of, theft of, or damage to its property, Freeman shall never be liable or responsible for damages identified by the terms (by way of example only and not in limitation of the breadth of this clause) such as the following: consequential damages, loss of use damages, loss of profits damages, business interruption damages, delay damages, special damages, collateral damages, exemplary damages, damages awarded for gross negligence, direct damages, indirect damages, damages for failure of performance, breach of contract damages, fraud damages, or any other sort of damage for tort or breach of contract. This limitation shall bind the parties

- (a) whenever or wherever the claimed loss or damage may occur;
- (b) even though the alleged loss or damage is claimed to result from negligence, strict liability, products liability, breach of contract, breach of statute or regulation, or any other legal theory or cause, and;
- (c) even though Freeman may have been advised or be on notice of the possibility or even the probability of such damages.

**Freeman makes no warranties, express or implied, and expressly disclaims any and all warranties.** Except for Freeman's failure to deliver in accordance with the Guaranteed Service section of the Service Guide, Freeman will not be liable for misdelivery, incomplete or otherwise inadequate delivery (including but not limited to failure to follow Shipper or Consignee instructions or failure to collect or properly deliver a payment instrument), non-delivery, missed pickup, delay on International shipments, loss or damage unless caused by Freeman's sole negligence.

### 7. SHIPPER'S RESPONSIBILITIES AND INDEMNIFICATION:

a) Shipper must pay in full for the services rendered under this Contract at the time the services are requested. The existence of a dispute between Shipper and Freeman relative to any claim or other matter shall have no bearing on this duty of payment. No claim submitted by or on behalf of Shipper will be processed unless Shipper's account is current.

b) Shipper understands and acknowledges that Freeman does not accept or transport illegal, dangerous or hazardous materials of any kind or nature. Shipper warrants and ensures that its property is inert, and contains no Hazardous Substances, Hazardous Materials, Chemicals, Gases, Explosives, Radioactive Materials, Biologically hazardous agents, or any other substance, matter or object in any form that could pose a threat to the health or safety of persons, property or the public welfare in general. Such goods may be warehoused at owner's risk and expense or destroyed without compensation.

c) Shipper shall defend and indemnify Freeman, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any of the following: Shipper's negligence, willful misconduct, or deliberate act; Shipper's violation of Federal, State, County or Local ordinances; Shipper's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management; and/or Shipper's failure to comply with (b) of this Agreement regarding the inclusion of any dangerous substances in the property placed with Freeman.

**8. CLAIMS:** Shipper, Consignee, or any other party claiming an interest in the shipment must notify Freeman immediately upon delivery, or in the case of loss or damage which could not have been noted at the time of delivery, within fourteen (14) days of delivery, of any loss or damage to the shipment. Receipt of the shipment by the Consignee or the Consignee's agent without written notice on the delivery receipt and/or delivery manifest will be prima facie evidence that the shipment was delivered in good condition. The amount of the claim may not be deducted from the transportation charges. Notice of loss or damage MUST be reported to Freeman at 800-995-3579. The shipment, its container(s), and packing material must be made available to Freeman for inspection at the delivery location. All shipments are subject to opening for inspection by Freeman; however, Freeman is not obligated to perform such inspection. All claims for loss or damage MUST be made in writing to Freeman within one hundred and twenty (120) calendar days after the date of acceptance of the shipment by Freeman. Please refer to the Service Guide for claim procedures. All claims for service failure must be made within thirty (30) calendar days from the date of shipment and Freeman's sole liability for such claims arising from Guaranteed Service shipments shall be limited to the transportation charges as provided in the Guaranteed Service section of the Service Guide. All claims for overcharge must be made in writing to Freeman within sixty (60) calendar days after the invoice date. No action for loss or damage may be maintained against Freeman unless (a) claimant complies with all requirements of this section and (b) for domestic shipments, if the claimant commences the action within one (1) year of the shipment by Freeman unless otherwise required by International, Federal or State Law. If the claim is for loss or damage involving International shipments, claimant must commence the action within two (2) years from the date of acceptance of the shipment by Freeman unless otherwise required by International, Federal or State Law. For purposes of this section, no action shall be deemed to have commenced until receipt by Freeman of service of process of the action on Freeman. Claims for loss or damage must be delivered to the following address: Cunningham Lindsey US, Inc., P.O. Box 703689, Dallas, TX 75370.

**9. CHOICE OF FORUM:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE UNITED STATES (INCLUDING ADOPTED INTERNATIONAL CONVENTIONS) AND THE STATE OF TEXAS WITHOUT GIVING EFFECT TO THE STATE'S CONFLICT OF LAWS RULES. FREEMAN AND SHIPPER AGREE THAT ANY CLAIM OR DISPUTE OF ANY SORT ARISING OUT OF OR IN ANY WAY RELATED TO THIS CONTRACT, ITS PERFORMANCE OR NONPERFORMANCE, OR DAMAGES ALLEGEDLY RESULTING FROM SAME WILL BE ARBITRATED IN THE CITY OF DALLAS, TEXAS, AND THE RULES OF THE AMERICAN ARBITRATION ASSOCIATION WILL APPLY. IF BINDING ARBITRATION IS UNAVAILABLE TO RESOLVE ANY CONTROVERSY AND IT IS NECESSARY TO LITIGATE THE DISPUTE, THE DISPUTE SHALL BE LITIGATED IN A COURT OF COMPETENT JURISDICTION IN DALLAS COUNTY, TEXAS.

**10. MISCELLANEOUS:** Shipper warrants the accuracy of the weight and dimension data furnished in this Contract. Shipper understands that once its property is shipped by Freeman pursuant to the instructions contained in this Contract, Shipper has no right to control the shipment; stop the shipment in transit, or divert or reschedule same, and that Shipper will have no control over the property until it is delivered pursuant to the instructions in this Contract. Shipper agrees that this Contract may be provided to any third party, including common or contract carriers of cargo by air, water, rail, or road, for the purpose of confirming the right of Freeman to control the handling of the property and all matters related to payment for the shipment.





## **CCW + Satcon 2014**

Javits Convention Center  
New York, NY USA  
November 12-13

**Official International Freight  
Forwarder and Customs Broker**

### **Agility Fairs and Events Logistics LLC**

1100 S Tamiami Trail, Suite B

Venice, FL 34285

Tel: 714-617-6675

US Toll Free: 866-298-3422

Fax: 941-484-1017

Contact: Margaret Churchill

E-mail: [mchurchill@agility.com](mailto:mchurchill@agility.com)

[www.agility.com](http://www.agility.com)

# International Shipping

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As the sole Official Freight Forwarder and Customs Broker, Agility Fairs & Events is appointed by show management to handle all international freight. Some of our services include the shipping of international exhibits to the show, completing Customs clearance procedures, delivering to the appointed site handling contractor, and re-exporting the freight at the conclusion of the show. We have designed our services to meet all your international transportation needs.

## ***What are the '10+2' Importer Security Filing ocean shipment regulations?***

The U.S. Department of Homeland Security must identify ocean cargo that may pose a security threat before it is loaded on board a vessel bound for the USA. The ISF regulation requires that specific information about the cargo be filed with U.S. Customs (CBP) in advance of the goods being shipped.

The details required are standard in the commercial shipping process. The difference with this regulation is that these details must be filed before a shipment is made overseas, rather than once it arrives at a U.S. port. This will impact all overseas exhibitors shipping materials to the U.S. by sea freight. If these steps are not taken, U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment.

## ***What steps must be taken to satisfy the '10+2' ISF requirements?***

The following information, called the Importer Security Filing (ISF) must be filed with U.S. Customs and Border Protection (CBP) no less than 24 hours before the sailing vessel departs from the overseas port. This rule is more commonly referred to as the 10+2 Rule because of these ten pieces of information that the importer must provide along with two additional items by the shipping line (the vessel stowage plan and container location).

1. Manufacturer (or supplier) name & address
2. Seller name & address
3. Buyer name & address
4. Ship to name & address
5. Container stuffing location
6. Consolidator name & address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the U.S. (HTSUS) number (6 or 10 digit level)

Agility Fairs & Events will complete the ISF filing for all shipments sent through the Agility network. Contact Agility Fairs & Events directly: [expousa@agility.com](mailto:expousa@agility.com) or 714-617-6675.

If you choose to use another forwarder, please make sure that they have experience and a detailed knowledge of tradeshow as well as ISF requirements related to exhibition shipments.

***When ISF is not made at least 24 hrs before the vessel sails, the freight may not be loaded and a fine of up to \$5,000 may be incurred.***

Additional information is available at [www.cbp.gov](http://www.cbp.gov) and questions may be sent to [Security Filing General@cbp.dhs.gov](mailto:Security_Filing_General@cbp.dhs.gov) or by contacting Agility Fairs and Events USA at [expousa@agility.com](mailto:expousa@agility.com).

### ***How is my shipment cleared through U.S. Customs?***

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in the U.S. and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the U.S. without paying duties or taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

### ***What documents are needed?***

In order to clear the goods, we will need the following documents:

- Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.
- Commercial invoices in *English* giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Separate invoices for temporary and permanent items are required.
- Packing list giving weight and dimensions of each package. This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the US.

When shipping by airfreight, all required documents must accompany the shipment. For ocean freight, the documents should be sent as soon as possible to Agility Fairs & Events in Atlanta.

### ***What services can Agility Fairs & Events provide at the exhibition?***

Our staff is available to assist you before, during and after the exhibition. We will confirm that your shipment has been delivered to your booth. During the exhibition, we will meet with you to confirm the return shipping instructions. We will handle all the details for you.

### ***What are the Agility Fairs & Events payment terms?***

Our terms and conditions require that all transportation services be paid to Agility Fairs & Events Logistics LLC before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card. **You can get a free estimate of shipping and import charges at [www.agilitylogistics.com/fairsevents enquiry](http://www.agilitylogistics.com/fairsevents enquiry).**

## ***How do I contact Agility Fairs & Events in my country?***

We have Agility Fairs & Events offices in most countries. If you do not see your country listed, then please contact Agility Fairs & Events USA, and we will assist you.

### **Canada**

Agility Fairs & Events  
410 Admiral Blvd  
Mississauga, Ontario  
L5T 2N6 Canada  
Contact: Paula Wilkie  
Tel: +1 905 612 7158  
Fax: +1 905 612 7520  
Email: pwilkie@agility.com

### **China**

Agility Fairs & Events / Trans-Link  
Room 1211, Prime Tower No. 22  
Chaowai St., Chaoyang District  
Beijing 100020 China  
Contact: Kathy Lin  
Tel: +86 10 6588 1961/62/63/64  
Fax: +86 10 6588 1960  
Email: klin@agility.com

### **Denmark**

Blue Water Shipping A/S  
Trafikhavnskaj 11  
DK-6700 Esbjerg Denmark  
Contact: Claus Bæk  
Tel: +45 79 13 41 88  
Fax: +45 79 13 46 77  
Email: exhibition\_ebj@bws.dk

### **France**

Agility Fairs & Events  
Paris Expo Porte De Versailles  
Bureau des Transitaires  
Terrasse H, 75015  
Paris, France  
Contact: Abdi El Houari  
Tel: +33 1 4863 3381  
Fax: +33 1 4863 3382  
Email: AEL-Houari@agility.com

### **Germany**

Agility Fairs & Events GmbH  
Heltorfer Str. 1a  
40472 Duesseldorf  
Germany  
Contact: Claus Hoelzer  
Tel: +49-211-94207-50  
Fax: +49-211-94207-59  
Email: CHoelzer@agility.com

### **Hong Kong**

Agility Fairs & Events  
Unit 2105-2017, 21/F  
CITIC Telecom Tower  
93 Kwai Fuk Road, Kwai Chung  
NT, Hong Kong SAR  
Contact: June Mea  
Tel: +852 2211 8207 / 8200  
Fax: +852 2866 2421  
Email: jmea@agility.com

### **Italy**

Agility Fairs & Events  
Strada Vecchia Pauledese 5/A  
Pantigliate, Milan 20090 Italy  
Contact: Marilena Doneda  
Tel: +39 02 269 051  
Fax: +39 02 2690 5346  
Email: mdoneda@agility.com

### **Japan**

Agility Fairs & Events  
Segi Building 4th Floor  
7-1 Iwamotocho  
1-Chome, Chiyoda-ku  
Tokyo 101-0032 Japan  
Contact: Tokiko Inaba  
Tel: +81 (03) 5821 4617  
Fax: +81 (03) 5821 4610  
Email: expo-japan@agility.com

### **Korea**

Agility Fairs & Events  
18F Jangkyo Bldg.  
(South Gate 1 & 2)  
#1 Jangkyo-Dong, Jung-Ku  
Seoul, 100-760, Korea  
Contact: Jim Lim  
Tel: +82 2 2192 7426  
Fax: +82 2 539 9420  
Email: ljim@agility.com

### **Netherlands**

Fairexx BV  
De Trompet 1540  
1967 DB Heemskerk  
Netherlands  
Contact: Paul van Zijl  
Tel: 31 251 2500 60  
Fax: 31 251 2500 65  
E-mail: paul.van-zijl@fairexx.nl

### **Spain**

Agility Logistics SA  
C/ de la Mar Gropa, 51-59  
Zona Franca, ZAL  
08040 Barcelona  
Spain  
Contact: Belina Flores  
Tel: +34 93 2970 857  
Fax: +34 93 2970 839  
Email: beflores@agility.com

### **Sweden**

On-Site Exhibitions AB  
Norra Gubberogatan 30  
S-416 63 Gothenburg  
Sweden  
Contact: Lena Widman  
Tel: +46 31 707 3070  
Fax: +46 31 707 3075  
Email: lena@onsitegroup.se

### **Switzerland**

Agility Fairs & Events  
Bleichestrasse 27  
CH-4002 Basel  
Switzerland  
Contact: Christian Setz  
Tel: +41 61 685 9807  
Fax: +41 61 691 7036  
Email: csetz@agility.com

### **Taiwan**

Agility Fairs & Events / Translink  
Room 5-2, 5<sup>th</sup> Floor  
No. 99, Chung Shan N. Rd  
Sec 2, Taipei, Taiwan R.O.C.  
Contact: Frances Lin  
Tel: +886 2 2581 1133  
Fax: +886 2 2523 9449  
Email: FLinYuKuei@agility.com

### **United Kingdom**

Agility Fairs & Events Logistics Ltd.  
One Western Gateway  
Royal Victoria Dock  
London E16 1XL  
United Kingdom  
Contact: Garcia Newell  
Tel: +44 (0) 207 069 5321  
Fax: +44 (0) 843 227 2033  
Email: gnewell@agility.com

# CCW + Satcon 2014 – New York USA – November 12-13

## *Consign all international shipments and corresponding documents as follows:*

Consignee: Javits Convention Center  
655 W 34th Street  
New York, NY 10001

Notify: "Exhibitor Name" / Booth # \_\_\_\_\_  
CCW + Satcon 2014  
c/o Agility Fairs & Events  
E-mail: expousa@agility.com  
Tel: 714-617-6675  
Fax: 941-484-1017

## *Mark all goods as follows:*

"Exhibiting Company Name"  
c/o CCW + Satcon 2014  
Booth No. \_\_\_\_\_  
Javits Convention Center  
New York, NY USA  
Made in (country of origin)

## *Arrival Deadlines:*

**Deadline for arrival of LCL sea freight to New Jersey / NYC terminal: October 13**  
**Deadline for arrival of FCL sea freight to New Jersey port: October 17**  
**Deadline for arrival of air freight to New York (JFK) airport: October 20**  
*The above deadlines are based on delivery to the advance warehouse dock by November 29<sup>th</sup>.*  
*Please contact Agility Fairs & Events USA for deadlines based on delivery direct to the show site.*

## *The most important steps to take:*

### **Preparation:**

- **Plan to ship early** – Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from the United States, **it is imperative that you meet the deadlines above.** Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs USA once arrangements are made.
- **How to ship** – Choose the method of shipment that works best for your exhibit. Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. **Agility cannot clear shipments sent by courier.** All international shipments must travel on an airline airwaybill. Be aware that couriers in your home country do not give out accurate U.S. Customs information.
- **Notification** – You must notify Agility Fairs & Events of the details of your shipment. List Agility Fairs & Events at the above address as the notify party on all shipping documents. All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they're issued. **Only then can Agility Fairs & Events clear your shipment through U.S. Customs.**

### **Details:**

- **Labeling and Packing** – U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.
- **Wood Packing Materials** – All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by US Customs and will be re-exported at the shipper's expense.
- **Wood Products** – Lacey Act regulations ban trade in illegally sourced timber and wood products. Commercial invoices must state country of origin and genus-species of wood items shipped into USA.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice. Include a packing list with the dimensions, gross and net weights of each package shipped.
- **Insurance** – Take out adequate insurance to cover the value of your exhibit to and from the show.

**Get a free estimate of shipping & import charges at [www.agilitylogistics.com/fairsevents enquiry](http://www.agilitylogistics.com/fairsevents enquiry).**

# WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## How do I ship to the warehouse?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.
- Please call the number located on Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## How do I ship to show site?

- Freight will be accepted only during exhibitor move-in. Please refer to Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## What about prepaid or collect shipping charges?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

## How should I label my freight?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on Quick Facts.

## How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one "cwt." (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## What happens to my empty containers during the show?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

## How do I protect my materials after they are delivered to the show or before they are picked up after the show?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## How do I ship my materials after the close of the show?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle outbound transportation.

## Where do I get a forklift?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## Do I need insurance?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the enclosed Terms and Conditions.

## Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

# F R E E M A N



# F R E E M A N

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **CCW+SATCON / NOVEMBER 12 - 13, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 201-299-7575 to speak with one of our experts.

**Let Freeman OnLine® estimate your material handling charges for you.** Log on to [www.myfreemanonline.com](http://www.myfreemanonline.com), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.

**UNCRADED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME:** All day Saturday, Sunday, and Holidays  
**Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.**

Description	Price Per CWT	200 lb Minimum
-------------	------------------	-------------------

**Tuesday November 11th is Veterans Day....Holiday rates will apply for all Material Handling**

### RATE CLASSIFICATIONS:

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 165.50	331.00
Special Handling Shipment.....	\$ 215.00	430.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 118.00	236.00
Special Handling Shipment.....	\$ 153.50	307.00
Uncrated or Pad Wrapped Shipment.....	\$ 177.00	354.00
<b>Small Package - Maximum weight is 30 lbs</b>		
Per Shipment.....	\$ 45.00	

\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### ADDITIONAL SURCHARGES:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after November 03, 2014.....	\$ 82.75	165.50
Show Site Shipment after November 11, 2014.....	\$ 59.00	118.00
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 59.00	118.00
Special Handling Shipment.....	\$ 76.75	153.50
Uncrated or Pad Wrapped Shipment.....	\$ 88.50	177.00
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 59.00	118.00
Special Handling Shipment.....	\$ 76.75	153.50
Uncrated or Pad Wrapped Shipment.....	\$ 88.50	177.00

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
		<b>8.875% Tax</b>	<b>N/A</b>
		<b>Total</b>	

### Tips to Save on Material Handling

- **Consolidate shipments** when total weight is less than 200 lbs. For Example:

3 Separate Shipments

60 lbs. charged @ 200 lbs. \$236.00

52 lbs. charged @ 200 lbs. \$236.00

65 lbs. charged @ 200 lbs. \$236.00 = \$708.00

1 Consolidated Shipment

3 pieces (1 shipment)

177 lbs. @ 200 lbs = \$236.00

**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.

**The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM.  
To check on the arrival of freight, please call (201) 299-7400.**

FREEMAN material handling

## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

### **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

### **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

### **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

### **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

### **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

### **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

### **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

### **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

### **What about carpet only shipments?**

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

### **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

**F R E E M A N**

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

<b>OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS</b>
---

NAME OF SHOW: **CCW + SATCON / NOVEMBER 12 - 13, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

<b>For fast, easy ordering, go to <a href="http://www.freemanco.com/store">www.freemanco.com/store</a></b>
--

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.**

**SHIPPING INFORMATION****FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**METHOD OF SHIPMENT**

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

**FREEMAN EXHIBIT TRANSPORTATION**

- ☐ 1 Day: Delivery next business day  
☐ 2 Day: Delivery by 5:00 P.M. second business day  
☐ Expedited  
☐ Deferred: Delivery within 3-4 business days  
☐ Standard Ground  
☐ Specialized: Pad wrapped, uncrated, or truckload

☐ OTHER COMMON CARRIER \_\_\_\_\_☐ OTHER VAN LINE \_\_\_\_\_☐ OTHER AIR FREIGHT \_\_\_\_\_
☐ Next Day    ☐ 2nd Day    ☐ Deferred

CARRIER PHONE #: \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

**SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.**

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

**DESIRED NUMBER OF LABELS:** \_\_\_\_\_

# **DRIVING DIRECTIONS TO THE FREEMAN WAREHOUSE**

## **1 RAILROAD PLACE, MASPETH, NY 11378**

### **FROM THE NORTH**

Take I-95 South to I-295 South to Throggs Neck Bridge – go over bridge to I-295 South (Clearview Expressway) – take Exit 4E-W5 onto I-495 West (Long Island Expressway) – take I-495 West to exit 18 toward Maurice Ave – turn left onto Maurice Ave – at 2nd traffic light, bear right onto 55th Dr – go one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

### **FROM THE SOUTH**

Take I-95 North to Exit 10 – follow signs for 440/Verrazano Bridge – take I-278 East over Verrazano to I-278 East (Brooklyn Queens Expressway) – take Exit 35 to I-495 East – follow signs to Maurice Ave (Exit 18) – ride Service Road to Maurice Ave – turn right onto Maurice Ave - turn right onto 55th Dr – one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

### **FROM THE WEST**

Take I-80 East over George Washington Bridge – follow signs for Triboro Bridge (RFK) – go over bridge – trucks MUST exit to Service Road – ride Service Road to enter I-278 West – take I-278 West to Exit 36A to 58th St – turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

### **FROM THE EAST**

Take I-495 West to exit 18 toward Maurice Ave – turn left onto Maurice Ave – at 2nd traffic light, bear right onto 55th Dr – go one block, turn left onto 58th St – bear right onto Maspeth Ave - turn right onto Railroad Pl – turn left at the end of the street into driveway and proceed through gate.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY NOVEMBER 03, 2014***

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**

**1 RAILROAD PLACE**

**MASPETH, NY 11378**

**WAREHOUSE**

EVENT: \_\_\_\_\_ ***CCW + SATCON***

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY NOVEMBER 03, 2014***

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**

**1 RAILROAD PLACE**

**MASPETH, NY 11378**

**WAREHOUSE**

EVENT: \_\_\_\_\_ ***CCW + SATCON***

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***CANNOT DELIVER BEFORE NOVEMBER 10, 2014***

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**JACOB K. JAVITS CONVENTION CENTER  
655 W 34TH ST**

**NEW YORK, NY 10001-1188**

**SHOW SITE**

**EVENT:** CCW + SATCON

**BOOTH NO:**        **NO.**        **OF**        **PCS**

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

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**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY NOVEMBER 03, 2014***

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**

**1 RAILROAD PLACE**

**MASPETH, NY 11378**

**HANGING SIGN**

EVENT: \_\_\_\_\_ ***CCW + SATCON***

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

**F R E E M A N**

**R U S H**

***DO NOT DELAY***

***MUST DELIVER BY NOVEMBER 03, 2014***

TO: \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**

**1 RAILROAD PLACE**

**MASPETH, NY 11378**

**HANGING SIGN**

EVENT: \_\_\_\_\_ ***CCW + SATCON***

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



# FURNISHING essentials

## seating

When it comes to basic seating needs, look no further than Freeman. Our wide array of well-designed modern chairs, armchairs and stools will serve any exhibitor's show space requirements.

### gray gaslift stool

24"W 20"L 46"H  
With Arms – N71048  
No Arms – N71047

### gray gaslift chair

26"W 20"L 38"H  
With Arms – N71046  
No Arms – N71045

Telescoping height adjustment; five-caster base rolls with ease.



### santana armchair

24"W 20"L 31"H – N710102  
Modern styling with ergonomic shape; as striking as it is comfortable.



### diva series

Natural blonde wood and matte chrome finish highlight this sleek Italian design.

### diva counter stool

17"W 16"L 36"H – N71092  
The intermediate 25" seating height makes this stool ideal for theater or demo areas.

### diva chair

18"W 16"L 31"H – N71091  
A natural complement to modern exhibit designs.





**executive chair**

*Black Tweed*

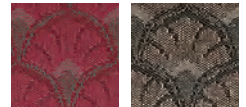
28"W 25"L 45"H – N71044

**cherry barrel chair**

*Cranberry or Taupe*

23"W 22"L 29"H – N71038

Traditional style in a cherry finish with classic fabric pattern options.



**black diamond side chair**

21"W 23"L 32"H – N71089

**black diamond armchair**

20"W 21"L 33"H – N71090



**diplomat chair**

*Black Diamond Fabric*

25"W 28"L 36"H – N710144

Comfortable, yet compact for office or conference table seating.





Soho Bistro Table (page 5)

### black diamond stool

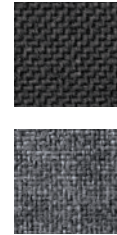
22"W 18"L 46"H – N71088



### casey padded stool

Black or Gray Fabric

20"W 21.5"L 42.5"H – C210112



### limerick® chair

By Herman Miller

Gray

18"W 18"L 33"H – C210108



### signature loveseat

Black

33"W 60"L 33"H – N73091

Deeply comfortable sofa-style seating in a sleek, contemporary shape.

### signature chair

Black

33"W 35"L 33"H – N71093



# lounge seating

Give your exhibit a casual yet practical look with Freeman's superior lounge seating. Pick from a large selection of couches, loveseats, chairs and barstools that are sure to take your exhibit design to the next level.





**glass conference table**

*Black or Chrome Pedestal*

42"W 42"L 30"H – N72015

Rounded square glass top is supported by stylish metal frame in a choice of two colors.



**cherry cocktail table**

19"W 36"L 17"H – N72026

**cherry end table**

20"W 20"L 20"H – N72027

# tables

What Freeman always brings to the table is professionalism, and nothing says more about your meeting space and/or show site than your surfaces and tabletops. Choose from modern glass conference tables, traditional cocktail, end tables and much more.



Milano Table (page 6)  
Diplomat Chair (page 2)

For ideas on furniture pairings, go to [www.freemanco.com](http://www.freemanco.com).

## metro series

Black

### slate end table

20"W 20"L 17"H – N72029

### slate cocktail table

20"W 40"L 15"H – N72028



### pedestal tables

A range of table-top sizes and materials with pedestals in various heights to fit any space.

#### soho series

Black-Top Mini	18"H x 18"W	N72066
Black-Top Café	30"H x 24"W	N72069
Black-Top Bistro	42"H x 24"W	N72070
Black-Top Café	30"H x 36"W	N72067
Black-Top Bistro	42"H x 36"W	N72068

#### chelsea series

Butcher Block-Top Café	30"H x 30"W	N72063
	30"H x 36"W	N72064
Butcher Block-Top Bistro	42"H x 30"W	N720163
	42"H x 36"W	N720164



## studio series

### black end table

17"W 17"L 18"H – C115104

### black cocktail table

36"W 20"L 15"H – C115103



# office furniture

When it's time to set up office, Freeman offers a wide selection of superior, professional pieces in eye-catching shapes and styles to suit any budget and/or design essential. From classic credenzas and bookcases to professional seating, we've got all your office furniture requirements.



## **milano table**

42"W 84"L 29"H

*Blonde Top with Black Base – N72093*

*Black Top with Black Base – N72092*

Freeman's latest seven-foot conference table, featuring clean curved lines and a wealth of work space.

## **hemingway writing table**

*Black*

24"W 49"L 29"H – N720191



## **luna table**

36"W 72"L 29"H

*Black Top with Black Base – N72094*

This contemporary six-foot conference table or writing desk comes with a black laminate top.



*Cherry Tables (page 4)*

*Cherry Barrel Chairs (page 2)*

*Black Table Lamp (page 10)*

## **office series**

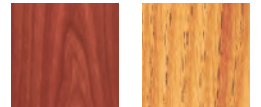
*Cherry or Oak*

## **five-foot desk**

30"W 60"L 30"H

Cherry – N74061

Oak – N74071



## **credenza**

16"W 60"L 30"H

Cherry – N74064

Oak – N74074

## **bookcase**

12"W 36"L 72"H

Cherry – N74065

Oak – N74075



# display

Some of the most essential elements of your exhibit are the surfaces on which you display your show materials. That's why we have an appealing variety of displays, from standing cylinders to sleek computer desks to draped table counters, to ensure your show space will be both attractive and interactive.



## draped or undraped table counters

Colored draping includes white vinyl top and pleated skirt on three sides. Fourth-side draping is available. Undraped tables include white vinyl tops.

<b>tables</b> (30" height)	<b>3'</b>	<b>4'</b>	<b>6'</b>	<b>8'</b>
Draped	C130330	C130430	C130630	C130830
Draped on fourth side			C12404630	C12404830
Undraped	C131330	C131430	C131630	C131830
<b>counters</b> (42" height)				
Draped	C130342	C130442	C130642	C130842
Draped on fourth side			C12404642	C12404842
Undraped	C131342	C131442	C131642	C131842











			
<i>black</i>	<i>blue</i>	<i>brown</i>	<i>dark green</i>
			
<i>flax</i>	<i>gold</i>	<i>gray</i>	<i>plum</i>
			
<i>red</i>	<i>white</i>		

Table-top risers are also available in a variety of sizes. See order form for details.



### display cubes

*Black*

#### 12" small

12"W 12"L 42"H – N75030

#### 18" medium

18"W 18"L 36"H – N75031

#### 24" large

24"W 24"L 42"H – N75032



### display cylinders

*Black*

#### low

30"W 15"H – N75020

#### medium

18"W 20"H – N75021

#### high

24"W 36"H – N75022



### orion computer kiosk

*Black*

28"L 28"D 40.5"H – N75079

Pedestal for computer demo with keyboard tray and interior storage. (Computer not included.)

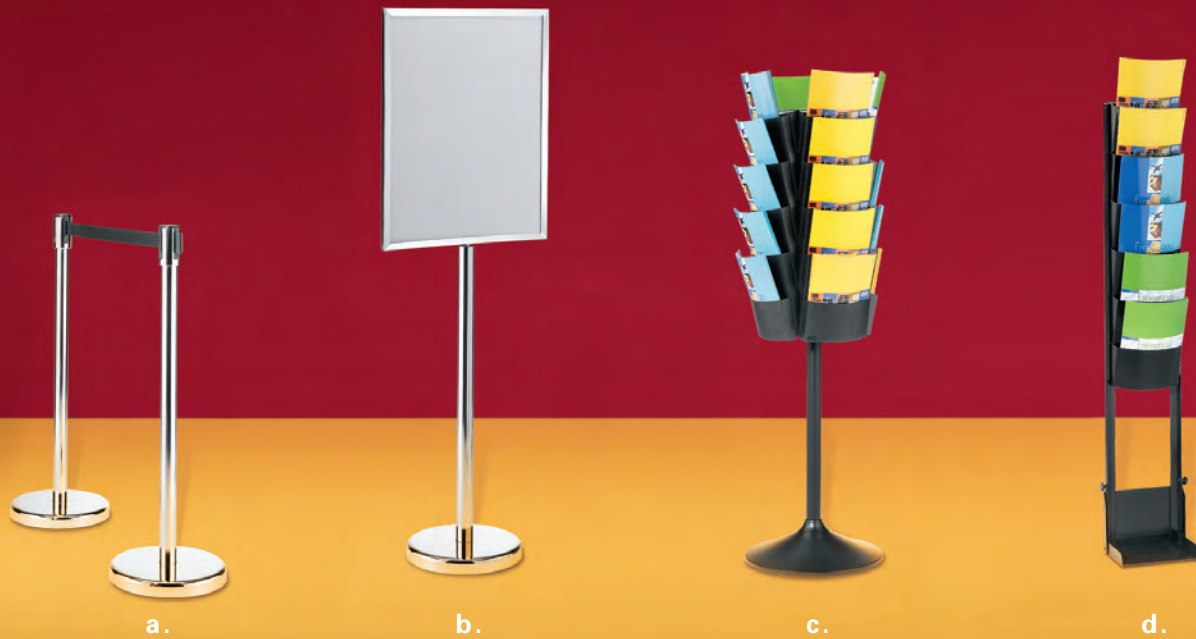


### display counter

*Black*

24"W 49"L 42"H – N72056





# accessories

We know that every exhibit is different and requires certain pieces that may be hard to find. That's why we offer an assortment of accessories that will meet your needs, from literature racks to bulletin boards to refrigerators and file cabinets. No matter the requirement, your exhibit will always stand out with these striking and functional pieces.

**a. chrome stanchion with 8' retractable belt**

42"H – C220121

**b. chrome sign holder**

Holds 22"x 28" sign – C220118

**c. round literature rack**

17"W 17"L 57"H – N750135

Revolving black display holds printed materials for easy access from 20 pockets.

**d. flat literature rack**

10"W 55"H – N750136

Forward-facing black display presents printed materials in six pockets.

**e. chrome coat tree**

C220109

**f. chrome easel**

C220134

**g. chrome bag rack**

C220110

**h. contempo trash receptacle**

8"W 24"H

Black – N75053

Aluminum – N75054

**wastebasket**

Wastebasket color may vary.

C220107

**corrugated wastebasket**

C220106





e.



f.



g.



h.

### small refrigerator\*

19"W 19"L 34"H – N75057



### file cabinet with lock

Standard Size

#### two-drawer

15"W 29"L 28"H – N74082

#### four-drawer

15"W 29"L 50"H – N74081



### table lamp\*

Black

25"H – N75052



### floor-standing bulletin board

48"W 96"L 78"H – C10201484

### special draping

(not pictured)

Special drape is available in a variety of colors. Refer to the order form for details.

\*Note: Electrical power must be ordered separately.

# F R E E M A N

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Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

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**DEADLINE DATE**

**OCTOBER 20, 2014**

**INCLUDE THE FREEMAN METHOD OF  
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NAME OF SHOW: **CCW + SATCON / NOVEMBER 12 - 13, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: **X**

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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## FURNISHINGS

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>CHAIRS</b> Pages 1 & 2						

___	N71092	Diva Counter Stool .....	248.35	273.20	347.70	_____
___	N71091	Diva Chair .....	231.60	254.75	324.25	_____
___	N710102	Santana Chair .....	220.65	242.70	308.90	_____
___	N710144	Diplomat Chair .....	345.35	379.90	483.50	_____
___	N71038	Cherry Barrel Chair .....	245.10	269.60	343.15	_____
		<input type="checkbox"/> Cranberry <input type="checkbox"/> Taupe				
___	N71048	Gray Gaslift Stool w/Arms .	375.45	413.00	525.65	_____
___	N71047	Gray Gaslift Stool .....	330.45	363.50	462.65	_____
___	N71046	Gray Gaslift Chair w/Arms ..	330.45	363.50	462.65	_____
___	N71045	Gray Gaslift Chair .....	260.05	286.05	364.05	_____
___	N71044	Executive Chair .....	350.25	385.30	490.35	_____
___	N71089	Black Diamond Side Chair..	151.75	166.95	212.45	_____
___	N71090	Black Diamond Arm Chair..	176.60	194.25	247.25	_____

<b>CHAIRS</b> Page 3						
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___	N71088	Black Diamond Stool .....	215.45	237.00	301.65	_____
___	C210108	Limerick® Chair.....	95.65	105.20	133.90	_____
		by Herman Miller				
___	C210112	Casey Padded Stool .....	149.00	163.90	208.60	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Gray				

<b>LOUNGE SEATING</b> Page 3						
---------------------------------	--	--	--	--	--	--

___	N73091	Signature Loveseat .....	1,123.20	1,235.50	1,572.50	_____
___	N71093	Signature Chair .....	506.55	557.20	709.15	_____

<b>TABLES</b> Page 4						
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___	N72026	Cherry Cocktail Table.....	185.95	204.55	260.35	_____
___	N72027	Cherry End Table.....	146.50	161.15	205.10	_____
___	N72015	Glass Conference Table.....	460.90	507.00	645.25	_____
		<input type="checkbox"/> Black <input type="checkbox"/> Chrome				

<b>TABLES</b> Page 5						
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___	N72028	Metro Slate Cocktail Table...	100.45	110.50	140.65	_____
___	N72029	Metro Slate End Table.....	100.45	110.50	140.65	_____
___	C115103	Studio Black Cocktail Table.	100.45	110.50	140.65	_____
___	C115104	Studio Black End Table.....	100.45	110.50	140.65	_____

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>TABLES</b> Page 5						

<b>Pedestal Tables - SoHo Series</b>						
___	N72066	Black-top Mini 18"W x 18"H ....	154.85	170.35	216.80	_____
___	N72069	Black-top Cafe 24"W x 30"H ...	193.15	212.45	270.40	_____
___	N72070	Black-top Bistro 24"W x 42"H	193.15	212.45	270.40	_____
___	N72067	Black-top Café Table 36"x30".	193.15	212.45	270.40	_____
___	N72068	Black-top Bistro 36"W x 42"H ..	193.15	212.45	270.40	_____

<b>Pedestal Tables - Chelsea Series - Butcher Block Top</b>						
___	N72063	Café Table 30"W x 30"H .....	193.15	212.45	270.40	_____
___	N72064	Café Table 36"W x 30"H .....	193.15	212.45	270.40	_____
___	N720163	Bistro Table 30"W x 42"H .....	193.15	212.45	270.40	_____
___	N720164	Bistro Table 36"W x 42"H .....	193.15	212.45	270.40	_____

<b>OFFICE FURNITURE</b> Page 6						
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___	N72093	Milano Table/Blonde Top .....	492.50	541.75	689.50	_____
___	N72092	Milano Table/Black Top .....	492.50	541.75	689.50	_____
___	N72094	Luna Table/Black Top .....	601.60	661.75	842.25	_____
___	N720191	Hemingway Writing Table .....	439.95	483.95	615.95	_____
___	N74061	Cherry Desk 5' .....	460.55	506.60	644.75	_____
___	N74065	Cherry Bookcase .....	460.55	506.60	644.75	_____
___	N74064	Cherry Credenza .....	330.45	363.50	462.65	_____
___	N74071	Oak Desk 5' .....	460.55	506.60	644.75	_____
___	N74075	Oak Bookcase .....	460.55	506.60	644.75	_____
___	N74074	Oak Credenza .....	330.45	363.50	462.65	_____

<b>DISPLAY FURNITURE</b> Page 7						
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___	N72056	Display Counter.....	315.45	347.00	441.65	_____
___	N75079	Orion Computer Kiosk.....	361.25	397.40	505.75	_____
___	N75030	Black Display Cube/Small.....	234.15	257.55	327.80	_____
___	N75031	Black Display Cube/Medium....	250.50	275.55	350.70	_____
___	N75032	Black Display Cube/Large.....	284.10	312.50	397.75	_____

<b>Display Cylinders</b>						
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___	N75020	Black Display Cylinder/Low.	200.45	220.50	280.65	_____
___	N75021	Black Display Cylinder/Med.	200.45	220.50	280.65	_____
___	N75022	Black Display Cylinder/Lg....	200.45	220.50	280.65	_____

Remember to select a color for items  
with checkboxes. A color will be  
selected for you if not indicated.

NAME OF SHOW: **CCW + SATCON / NOVEMBER 12 - 13, 2014**

COMPANY NAME:

BOOTH::

BOOTH SIZE:

X

CONTACT NAME :

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>DISPLAY FURNITURE</b> Page 7 & 8 (continued)						
<b>Draped Tables - Tables are 24" wide</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	C130330	Draped Table 3'L x 30"H....	N/A	N/A	N/A	___
___	C130430	Draped Table 4'L x 30"H....	162.35	178.60	227.30	___
___	C130630	Draped Table 6'L x 30"H....	200.15	220.15	280.20	___
___	C130830	Draped Table 8'L x 30"H....	229.35	252.30	321.10	___
___	C1240463	4th Side Drape 6'L x 30"H...	49.25	54.20	68.95	___
___	C1240483	4th Side Drape 8'L x 30"H...	49.25	54.20	68.95	___
___	C130342	Draped Counter 3'L x 42"H.	N/A	N/A	N/A	___
___	C130442	Draped Counter 4'L x 42"H.	229.35	252.30	321.10	___
___	C130642	Draped Counter 6'L x 42"H.	245.10	269.60	343.15	___
___	C130842	Draped Counter 8'L x 42"H.	284.90	313.40	398.85	___
___	C1240464	4th Side Drape 6'L x 42"H...	57.70	63.45	80.80	___
___	C1240484	4th Side Drape 8'L x 42"H...	57.70	63.45	80.80	___

<b>Undraped Tables - Tables are 24" wide</b>						
___	C131330	Undraped Table 3'L x 30"H..	N/A	N/A	N/A	___
___	C131430	Undraped Table 4'L x 30"H..	60.20	66.20	84.30	___
___	C131630	Undraped Table 6'L x 30"H..	73.60	80.95	103.05	___
___	C131830	Undraped Table 8'L x 30"H..	87.50	96.25	122.50	___
___	C131342	Undraped Counter 3'Lx42"H	N/A	N/A	N/A	___
___	C131442	Undraped Counter 4'Lx42"H	87.50	96.25	122.50	___
___	C131642	Undraped Counter 6'Lx42"H	100.45	110.50	140.65	___
___	C131842	Undraped Counter 8'Lx42"H	115.35	126.90	161.50	___

<b>Table Top Risers</b>						
___	C150410	Single Step Riser 4'L x 7"H	39.00	42.90	54.60	___
___	C150610	Single Step Riser 6'L x 7"H	54.00	59.40	75.60	___
___	C150810	Single Step Riser 8'L x 7"H	N/A	N/A	N/A	___
___	C150414	Single Step Riser 4'L x 14"H	N/A	N/A	N/A	___
___	C150614	Single Step Riser 6'L x 14"H	N/A	N/A	N/A	___
___	C150814	Single Step Riser 8'L x 14"H	N/A	N/A	N/A	___
___	C150420	Double Step Riser 4'L .....	N/A	N/A	N/A	___
___	C150620	Double Step Riser 6'L .....	N/A	N/A	N/A	___
___	C150820	Double Step Riser 8'L .....	N/A	N/A	N/A	___

Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>ACCESSORIES</b> Pages 9 & 10						
___	C220121	Chrome Stanchion w/belt ..	83.55	91.90	116.95	___
___	C220118	Chrome Sign Holder .....	100.10	110.10	140.15	___
___	N750135	Round Literature Rack .....	239.15	263.05	334.80	___
___	N750136	Flat Literature Rack .....	205.30	225.85	287.40	___
___	C220109	Chrome Coat Tree .....	61.10	67.20	85.55	___
___	C220134	Chrome Easel .....	41.80	46.00	58.50	___
___	C220110	Chrome Bag Rack .....	141.00	155.10	197.40	___
___	N75053	Black Trash Receptacle .....	100.45	110.50	140.65	___
___	N75054	Aluminum Trash Receptacle	100.45	110.50	140.65	___
___	220107	Wastebasket .....	N/A	N/A	N/A	___
___	220106	Corrugated Wastebasket.....	23.55	25.90	32.95	___
___	N75057	Small Refrigerator .....	586.30	644.95	820.80	___
___	N75052	Black Table Lamp .....	158.40	174.25	221.75	___
___	N74082	File Cabinet/2 Drawer .....	200.45	220.50	280.65	___
___	N74081	File Cabinet/4 Drawer .....	260.05	286.05	364.05	___
___	10201484	Bulletin Board .....	341.30	375.45	477.80	___

<b>Special Drape</b>						
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Brown <input type="checkbox"/> Dark Green <input type="checkbox"/> Flax <input type="checkbox"/> Gold <input type="checkbox"/> Gray <input type="checkbox"/> Plum <input type="checkbox"/> Red <input type="checkbox"/> White						
___	12103	Special Drape 3'H (per ft.) ..	18.90	20.80	26.45	___
___	12108	Special Drape 8'H (per ft.) ...	25.05	27.55	35.05	___

**TOTAL COST**

___	+	___	=	___
Sub-Total		8.875 % Tax		Total Cost

Remember to select a color for items  
with checkboxes. A color will be  
selected for you if not indicated.





# SELECT furnishings

## seating

Sit back and relax – your search for comfortable seating is over. Choose from a sleek selection of sofas, loveseats and chairs that are sure to take your exhibit design to the next level.

### lisbon



#### chair

*Black Leather*

40" L 36" D 34" H – 81011



#### loveseat

*Black Leather*

64" L 36" D 34" H – 8303



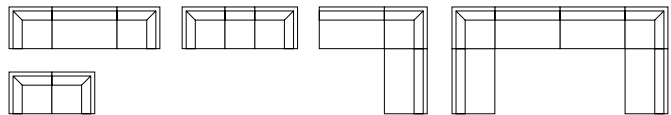
#### sofa

*Black Leather*

88" L 36" D 34" H – 8302

### newport

#### possible configurations:



#### loveseat

*Charcoal Leather*

54" L 34" D 33" H – 8308



#### armless chair

*Charcoal Leather*

24" L 34" D 33" H – 8109



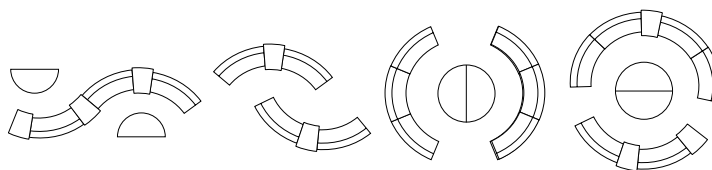
#### corner chair

*Charcoal Leather*

34" L 34" D 33" H – 81010

## south beach

possible configurations (featuring the half round ottomans from page 5):



### sofa

*Platinum Suede*

69" L 29"D 33"H – 8301



### ottoman

*Platinum Suede*

25" L 31" D 18" H – 8151

## key west



### loveseat

*Black Fabric*

57" L 35" D 33" H – 8307



### sofa

*Black Fabric*

85" L 35" D 33" H – 8306



### tub chair

*Black Fabric*

31" L 31" D 31" H – 8103



## allegro

### chair

*Blue Fabric*  
36"L 34.5"D 30"H – 81019

### sofa

*Blue Fabric*  
73"L 34.5"D 29.5"H – 83015



## marrakesh

### chair

*Beige Fabric*  
34"L 37"D 38"H – 810808

### sofa

*Beige Fabric*  
83"L 36"D 29"H – 83062



## memphis

### chair

*Black Fabric*  
27.25"L 31.75"D 27.5"H – 810812

### sofa (compact)

*Black Fabric*  
55"L 31"D 28"H – 83064



## roma

### chair

*White Vinyl*  
37"L 31"D 33"H – 81020

### sofa

*White Vinyl*  
78"L 31"D 33"H – 83016



# casual seating

Look no further for a great variety of informal, modern seating options. Here you will find chairs, sofas, stools, ottomans – even sophisticated bar sets – that turn exhibits into destinations.

## ottomans

### square ottoman

*Black Leather* – 8154  
*White Leather* – 8152  
 40" L 40" D 17" H



### half round ottoman

*White Leather* – 81514  
*Black Leather* – 81513  
 72" L 36" D 17" H



### bench ottoman

*Black Leather* – 8155  
*White Leather* – 8153  
 60" L 24" D 17" H



### leather cube

*Black Leather* – 81512  
*White Leather* – 81511  
 17" L 17" D 18" H



### edge LED cube

*High Density Plastic* – 81526  
 20" L 20" D 20" H



## ottomans

### vibe cube

*Blue Vinyl – 81518*

*Pink Vinyl – 81520*

*Red Vinyl – 81519*

*Yellow Vinyl – 81517*

*Orange Vinyl – 81525*

18"L 18"D 18"H



## occasional chairs

### madrid chair

*Black Leather/Chrome*

30"L 30"D 31"H – 8102



### madrid chair

*White Leather/Chrome*

30"L 30"D 31"H – 810816



### meeting chair (espresso)

*Bonded Leather/Wood Legs*

25.5"L 23.5"D 34"H – 810835



### meeting chair (taupe)

*Microfiber/Wood Legs*

25.5"L 23.5"D 34"H – 810836



## occasional chairs

### t-vac chair

*Translucent/Chrome Legs*  
25"L 23"D 30"H – 8101



### globus occasional chair

*White Vinyl/Chrome Base*  
28"L 26"D 28"H – 810819



### razor armless chair

*High Density Plastic*  
15.38"L 15.5"D 30.5"H – 810837



### panton chair

*White Plastic*  
20"L 24"D 33"H – 81017



### berlin stack chair

*White & Red Plastic/Chrome – 810811*  
*White & Black Plastic/Chrome – 810810*  
18"L 22"D 32"H



Call customer service at the number listed on Quick Facts. For fast, easy ordering, go to [www.freemanco.com](http://www.freemanco.com).

## occasional chairs

### ICE side chair

*Transparent/Chrome Legs*  
17.25"L 20"D 32"H – 810814



### fusion chair (black/white)

*White/Black High Density Plastic*  
19"L 21"D 32"H – 810838



### jetson chair

*Black Vinyl/Black Steel*  
19"L 18"D 31"H – 810702



### new york chair

*Onyx/Maple Wood/Chrome*  
23"L 32"D 33"H – 81090



### iso mesh pull-up chair

*Black Vinyl/Black Steel*  
26"L 24"D 38"H – 810707



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**F R E E M A N**



## conference chairs

### luxor executive chair

*Black Leather*

27"L 28"D 47"H

Adjustable – 810807



### tilt executive chair

*Onyx Fabric*

26"L 25"D 34"H – 81075



### flex chair

*Black Plastic/Chrome*

24"L 22"D 31"H – 81018



### altura conference/ guest chair

*Black Fabric/Black Steel*

25"L 20"D 34"H – 81063



### perth highback chair

*Black Leather/Chrome*

23"L 21"D 43"H

Adjustable – 810813



### altura junior executive chair

*Black Fabric*

25"L 25"D 37"H

Adjustable – 81073

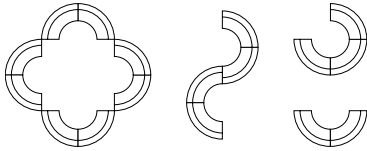


## bars & barstools

### **martini bar**

*Grey metal rounded bar with frosted glass top and chrome legs*  
67"L 50"D 47"H – Radius 76.5" – 8501

**possible configurations:**



### **ohio barstool**

*Grey Fabric/Chrome – 810100*  
*Red Fabric/Chrome – 810101*  
*Black Fabric/Chrome – 810102*  
18" Round 31"H Adjustable



### **banana barstool**

*White Vinyl/Chrome – 810103*  
*Black Vinyl/Chrome – 810104*  
21"L 22"D 30"H



Tables in coordinating colors are available upon request.

## bars & barstools

### shark swivel barstool

*White Plastic/Chrome*

22"L 19"D 34-44"H

Adjustable – 810202



### oslo barstool

*Blue Plastic/Chrome* – 810200

*White Plastic/Chrome* – 810201

17"L 20"D 30"H



### zoey barstool

*Vinyl/Chrome*

15"L 17"D 31-35"H – 810834



### gin barstool

*Maple Wood/Chrome*

16"L 16"D 29"H – 810505



### jetson barstool

*Black Vinyl/Black Steel*

18"L 19"D 29"H – 810706



### ICE barstool

*Transparent/Chrome Legs*

16.75"L 16"D 37.75"H – 810815



# tables

Bring professionalism to the table with our sleek variety of surfaces and tabletops.

Choose from modern glass tops and more.

## occasional end & cocktail tables

---

### silverado end table

*Tempered Glass/Painted Steel*

24" Round 22"H – 82015



### silverado table

*Tempered Glass/Painted Steel*

36" Round 17"H – 82014



### inspiration end table

*Tempered Glass/Painted Steel*

24"L 28"D 22"H – 82023



### inspiration table

*Tempered Glass/Painted Steel*

42"L 28"D 18"H – 82022



## occasional end & cocktail tables

### geo end table

Glass/Black Steel – 82025

Glass/Chrome – 82035

26" L 26" D 20" H



### geo table

Glass/Black Steel – 82024

Glass/Chrome – 82034

50" L 22" D 16" H



### sydney end table

Black Laminate/Brushed Steel – 82054

White Laminate/Brushed Steel – 82055

27" L 23" D 22" H



### sydney table

Black Laminate/Brushed Steel – 82052

White Laminate/Brushed Steel – 82053

48" L 24" D 18" H



### edge LED lighted table

White Plastic/Clear Acrylic

20" L 20" D 20" H – 82057



### candy table

White Plastic/Black Laminated

18" L 18" D 18" H – 82056



## conference tables

### nova white oval table

White Laminate/Chrome  
71"L 35.5"D 29"H – 82060



### geo conference table

Glass/Black Steel – 82041  
Glass/Chrome – 82051  
60"L 36"D 29"H



### communal table (maple with grommets)

Laminate/Metal  
72"L 26"D 30"H – 82058  
72"L 26"D 42"H – 82059



### manhattan table

Glass/Black Steel  
42" Round 29"H – 82033



### communal table (maple)

Laminate/Metal  
72"L 26"D 30"H – 82067  
72"L 26"D 42"H – 82068



### communal table (white)

Laminate/Metal  
72"L 26"D 30"H – 82063  
72"L 26"D 42"H – 82066





## product display

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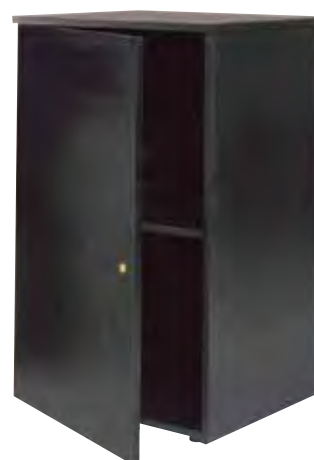
### etagere

*Black* – 850604  
*Silver* – 850605  
 30"L 16"D 70"H



### locking door pedestal

*Black Laminate*  
 24"L 24"D 42"H – 85078



## refrigerators

---

### refrigerator\*

*White*  
 14.0 cubic feet  
 20"L 30"D 65"H – 8503001



## lighting

---

### mason table lamp\*

*White/Brushed Silver*  
 16"D Round 26"H – 850707



### mason floor lamp\*

*White/Brushed Silver*  
 18"D Round 55"H – 850708



\*Electrical power must be ordered separately.

# F R E E M A N

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

**ONLINE PRICE**  
**DISCOUNT PRICE**  
**DEADLINE DATE**  
**OCTOBER 20, 2014**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **CCW + SATCON / NOVEMBER 12 - 13, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
<b>SEATING</b>						

## Lisbon Group - Black Leather

_____	81011	Chair.....	650.05	715.05	910.05	_____
_____	8303	Loveseat.....	873.45	960.80	1,222.85	_____
_____	8302	Sofa.....	969.85	1,066.85	1,357.80	_____

## Newport Group -Charcoal Leather

_____	8308	Loveseat.....	883.70	972.05	1,237.20	_____
_____	8109	Armless Chair.....	502.40	552.65	703.35	_____
_____	81010	Corner Chair.....	321.95	354.15	450.75	_____

## South Beach Group - Platinum Suede

_____	8301	Sofa.....	850.95	936.05	1,191.35	_____
_____	8151	Ottoman.....	371.20	408.30	519.70	_____

## Key West Group - Black Fabric

_____	8307	Loveseat.....	691.05	760.15	967.45	_____
_____	8306	Sofa.....	766.85	843.55	1,073.60	_____
_____	8103	Tub Chair.....	533.10	586.40	746.35	_____

## Allegro Group - Blue Fabric

_____	81019	Chair.....	497.55	547.30	696.55	_____
_____	83015	Sofa.....	789.55	868.50	1,105.35	_____

## Marrakesh Group - Beige Fabric

_____	810808	Chair.....	577.35	635.10	808.30	_____
_____	83062	Sofa.....	810.75	891.85	1,135.05	_____

## Memphis Group - Black Fabric

_____	810812	Chair.....	589.60	648.55	825.45	_____
_____	83064	Sofa (compact).....	823.00	905.30	1,152.20	_____

## Roma Group - White Vinyl

_____	81020	Chair.....	551.60	606.75	772.25	_____
_____	83016	Sofa.....	849.05	933.95	1,188.65	_____

## CASUAL SEATING

### Ottomans

_____	8154	Square - Black Leather.....	410.05	451.05	574.05	_____
_____	8152	Square - White Leather.....	410.05	451.05	574.05	_____
_____	8155	Bench - Black Leather.....	510.65	561.70	714.90	_____
_____	8153	Bench - White Leather.....	510.65	561.70	714.90	_____
_____	81513	Half Round - Black Leather.....	533.10	586.40	746.35	_____
_____	81514	Half Round - White Leather.....	533.10	586.40	746.35	_____

### Ottomans

_____	81518	Vibe - Blue Vinyl.....	147.70	162.45	206.80	_____
_____	81520	Vibe - Pink Vinyl.....	147.70	162.45	206.80	_____
_____	81519	Vibe - Red Vinyl.....	147.70	162.45	206.80	_____
_____	81517	Vibe - Yellow Vinyl.....	147.70	162.45	206.80	_____
_____	81525	Vibe - Orange Vinyl.....	147.70	162.45	206.80	_____
_____	81511	Leather Cube - White Leather.....	147.70	162.45	206.80	_____
_____	81512	Leather Cube - Black Leather.....	147.70	162.45	206.80	_____
_____	81526	Edge LED Cube.....	213.20	234.50	298.50	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
CASUAL SEATING (continued)						

**Occasional Chairs**

_____	8101	T-vac Chair - Translucent/Chrome .....	416.25	457.90	582.75	_____
_____	810819	Globus Occasional Chair - White Vinyl/Chrome.....	571.15	628.25	799.60	_____
_____	8102	Madrid Chair - Black Leather.....	1,064.25	1,170.70	1,489.95	_____
_____	810816	Madrid Chair - White Leather.....	1,062.55	1,168.80	1,487.55	_____
_____	81017	Panton Chair - White Plastic.....	256.10	281.70	358.55	_____
_____	810814	ICE Side Chair - Transparent/Chrome.....	282.50	310.75	395.50	_____
_____	81090	New York Chair - Onyx/Maple Wood/Chrome.....	252.20	277.40	353.10	_____
_____	810707	ISO Mesh Pull-up Chair - Black Vinyl/Black Steel....	403.95	444.35	565.55	_____
_____	810811	Berlin Stack Chair - White & Red Plastic/Chrome....	145.90	160.50	204.25	_____
_____	810810	Berlin Stack Chair - White & Black Plastic/Chrome...	145.90	160.50	204.25	_____
_____	810702	Jetson Chair - Black Vinyl/Black Steel.....	252.20	277.40	353.10	_____
_____	810835	Meeting Chair (Espresso).....	226.20	248.80	316.70	_____
_____	810836	Meeting Chair (Taupe).....	296.40	326.05	414.95	_____
_____	810837	Razor Armless Chair.....	59.80	65.80	83.70	_____
_____	810838	Fusion Chair Black/White.....	156.00	171.60	218.40	_____

**Conference Chairs**

_____	810807	Luxor Executive Chair - Black Leather.....	563.90	620.30	789.45	_____
_____	81075	Tilt Executive Chair - Onyx Fabric.....	416.25	457.90	582.75	_____
_____	81018	Flex Chair - Black Plastic/Chrome.....	209.15	230.05	292.80	_____
_____	81063	Altura Conference/Guest Chair - Black Fabric/Black Steel.....	426.50	469.15	597.10	_____
_____	810813	Perth Highback Chair - Black Leather/Chrome.....	589.60	648.55	825.45	_____
_____	81073	Altura Junior Executive Chair - Black Fabric.....	469.55	516.50	657.35	_____

**Bars & Bar Stools**

_____	8501	Martini Bar - Grey metal rounded bar with frosted glass top and chrome legs.....	1,845.55	2,030.10	2,583.75	_____
_____	810100	Ohio Barstool - Grey Fabric/Chrome.....	231.70	254.85	324.40	_____
_____	810101	Ohio Barstool - Red Fabric/Chrome.....	231.70	254.85	324.40	_____
_____	810102	Ohio Barstool - Black Fabric/Chrome.....	231.70	254.85	324.40	_____
_____	810202	Shark Swivel Barstool - White Plastic/Chrome.....	335.30	368.85	469.40	_____
_____	810103	Banana Barstool - White Vinyl/Chrome.....	254.30	279.75	356.00	_____
_____	810104	Banana Barstool - Black Vinyl/Chrome.....	254.30	279.75	356.00	_____
_____	810815	ICE Barstool - Transparent/Chrome.....	301.00	331.10	421.40	_____
_____	810505	Gin Barstool - Maple Wood/Chrome.....	235.75	259.35	330.05	_____
_____	810706	Jetson Barstool - Black Vinyl/Black Steel.....	350.55	385.60	490.75	_____
_____	810200	Oslo Barstool - Blue Plastic/Chrome.....	319.80	351.80	447.70	_____
_____	810201	Oslo Barstool - White Plastic/Chrome.....	319.80	351.80	447.70	_____
_____	810834	Zoey Barstool.....	322.40	354.65	451.35	_____

**Occasional End & Cocktail Tables**

_____	82015	Silverado End Table - Tempered Glass/Painted Steel.....	340.40	374.45	476.55	_____
_____	82014	Silverado Table - Tempered Glass/Painted Steel....	362.85	399.15	508.00	_____
_____	82025	Geo End Table - Glass/Black Steel.....	307.65	338.40	430.70	_____
_____	82035	Geo End Table - Glass/Chrome.....	307.65	338.40	430.70	_____
_____	82024	Geo Table - Glass/Black Steel.....	340.40	374.45	476.55	_____
_____	82034	Geo Table - Glass/Chrome .....	340.40	374.45	476.55	_____
_____	82023	Inspiration End Table - Tempered Glass/Painted Steel.....	393.70	433.05	551.20	_____
_____	82022	Inspiration Table - Tempered Glass/Painted Steel....	416.25	457.90	582.75	_____

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Qty	Part #	Description	Online Price	Discount Price	Standard Price	Total
TABLES, LIGHTING & MORE						

#### Occasional End & Cocktail Tables

_____	82054	Sydney End Table - Black Laminate/Brushed Steel..	319.35	351.30	447.10	_____
_____	82055	Sydney End Table - White Laminate/Brushed Steel..	319.35	351.30	447.10	_____
_____	82052	Sydney Table - Black Laminate/Brushed Steel.....	383.90	422.30	537.45	_____
_____	82053	Sydney Table - White Laminate/Brushed Steel.....	383.90	422.30	537.45	_____
_____	82056	Candy Table.....	184.60	203.05	258.45	_____
_____	82057	Edge LED Lighted Table.....	213.20	234.50	298.50	_____

#### Conference Tables

_____	82060	Nova White Oval Table - White Laminate/Chrome....	567.85	624.65	795.00	_____
_____	82033	Manhattan Table - Glass/Black Steel.....	406.00	446.60	568.40	_____
_____	82041	Geo Conference Table - Glass/Black Steel.....	500.35	550.40	700.50	_____
_____	82051	Geo Conference Table - Glass/Chrome.....	500.35	550.40	700.50	_____
_____	82058	Communal Table 30"H (Maple with Grommets).....	533.00	586.30	746.20	_____
_____	82059	Communal Table 42"H (Maple with Grommets).....	746.20	820.80	1,044.70	_____
_____	82067	Communal Table 30"H Maple.....	533.00	586.30	746.20	_____
_____	82068	Communal Table 42"H Maple.....	746.20	820.80	1,044.70	_____
_____	82063	Communal Table 30"H White.....	533.00	586.30	746.20	_____
_____	82066	Communal Table 42"H White.....	746.20	820.80	1,044.70	_____

#### Product Display

_____	850604	Etagere - Black.....	422.40	464.65	591.35	_____
_____	850605	Etagere -Pewter.....	422.40	464.65	591.35	_____
_____	85078	Locking Door Pedestal - Black Laminate.....	627.50	690.25	878.50	_____

#### Refrigerator

_____	8503001	Refrigerator - White.....	1,054.05	1,159.45	1,475.65	_____
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#### Lighting

_____	850707	Mason Table Lamp - White/Brushed Silver.....	156.85	172.55	219.60	_____
_____	850708	Mason Floor Lamp - White/Brushed Silver.....	232.55	255.80	325.55	_____

TOTAL COST		
_____	+	_____ = _____
Sub-Total	8.875% Tax	Total Cost

**FREEMAN** select furnishings

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before OCTOBER 20, 2014



# carpet

When it comes to making your exhibit stand out on the show floor, we have you covered. Freeman offers several color options in both Classic and Prestige carpet designed to fit the requirements of your exhibit space.

- Freeman uses only colorfast carpet, making it a consistent, matching shade every time
- All Classic and Prestige carpets contain recycled content and are recyclable
- Our carpet padding consists of 95-100% recycled urethane foam and is also 100% recyclable according to the manufacturers specifications

## prestige CARPET

Freeman's Prestige carpet combines plush comfort with durable soil and stain resistance, perfect for high-traffic areas. Five popular colors are available in a luxurious 40-ounce weight and all nine designer colors are available in a 28-ounce weight.

Freeman's Prestige carpet packages include new, 10-foot-wide carpet, delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Price includes environmentally friendly disposal of carpet after usage. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

### custom options

Prestige carpets can also be customized to fit your exhibit needs with unique logos, patterns and borders. Call the phone number on the Quick Facts for assistance.



*black\**



*cardinal*



*charcoal\**



*cream*



*gray pearl\**



*navy\**



*toast*



*wedgewood*



*white\**

**\*Color(s) available in both 28 oz. and 40 oz.**

*Actual color(s) may vary slightly.*



# classic CARPET

## custom cut

Freeman Classic carpet is available in a range of colors and includes delivery, Visqueen covering, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding is available for a minimal fee. If you have a large order, please contact us to see if volume discounts may apply.

## standard cut

Our Classic carpet comes in a variety of sizes: 9' x 10', 9' x 20', 9' x 30', 9' x 40' and larger. Prices include delivery, installation, carpet tape, carpet removal and all carpet material handling fees. Foam carpet padding and Visqueen covering are available for a minimal fee.



*black*



*blue*



*gray*



*green*



*latte*



*midnight blue*



*plum*



*red*



*red pepper*



*tuxedo*

*Actual color(s) may vary slightly.*

## questions?

*Call customer service at the number listed on the Quick Facts. For fast, easy ordering, visit us at [www.freemanco.com](http://www.freemanco.com).*

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CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (201) 299-7575 to speak with one of our experts.

• Orders received after the deadline or without payment will be charged the Standard Price and are subject to availability.  
Prestige and Custom Cut Classic Carpet are subject to a 100% Cancellation Charge.

• All Classic and Prestige carpets contain recycled content and are recyclable.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

**PRESTIGE CARPET** - includes plastic covering, delivery, material handling, installation and removal

• Guaranteed new, high quality carpet available in a variety of designer colors.

**CHOOSE YOUR CARPET COLOR - 40 oz. Carpet:**

☐ Black ☐ Charcoal ☐ Gray Pearl ☐ Navy ☐ White

**40 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 8.20	\$ 9.00	\$ 11.50	
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 7.35	\$ 8.10	\$ 10.30	

**CHOOSE YOUR CARPET COLOR - 28 oz. Carpet:**

☐ Black ☐ Cardinal ☐ Charcoal ☐ Cream ☐ Gray Pearl ☐ Navy ☐ Toast ☐ Wedgewood ☐ White

**28 oz. Carpet Rental** - Price per sq. ft. (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
1 - 700 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 6.00	\$ 6.60	\$ 8.40	
701 - 1200 sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 5.45	\$ 6.00	\$ 7.65	

**CUSTOM CUT CLASSIC CARPET** - includes plastic covering, delivery, material handling, installation and removal

• Our Custom Cut Classic Carpeting is available in custom cut sizes, and in a variety of standard colors.

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

**16 oz. Carpet Rental** - Price per square foot (100 sq. ft. minimum)

					Online Price	Discount Price	Standard Price	Total
Per sq. ft.	Booth Size: _____ x _____ = _____ sq. ft. @				\$ 4.40	\$ 4.85	\$ 6.15	

**CLASSIC CARPET** - includes delivery, material handling, installation and removal

• Our 16 oz. Classic Carpeting is available in a variety of standard colors in the following standard sizes.

**CHOOSE YOUR CARPET COLOR:**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Classic Carpet .....	\$ 230.40	\$ 253.45	\$ 322.55	
_____	9' x 20' Classic Carpet .....	\$ 460.80	\$ 506.90	\$ 645.10	
_____	9' x 30' Classic Carpet .....	\$ 691.25	\$ 760.40	\$ 967.75	
_____	9' x 40' Classic Carpet .....	\$ 921.60	\$ 1,013.75	\$ 1,290.25	

**CARPET PADDING AND PLASTIC COVERING** - includes delivery, material handling, installation and removal

Qty	Description	Online Price	Discount Price	Standard Price	Total
_____	9' x 10' Carpet Padding .....	\$ 148.50	\$ 163.35	\$ 207.90	
_____	9' x 20' Carpet Padding .....	\$ 297.00	\$ 326.70	\$ 415.80	
_____	9' x 30' Carpet Padding .....	\$ 445.50	\$ 490.05	\$ 623.70	
_____	9' x 40' Carpet Padding .....	\$ 594.00	\$ 653.40	\$ 831.60	
_____	Carpet Padding - 1/2" (90 - 700 sq. ft.) (price per sq. ft.)	\$ 1.65	\$ 1.80	\$ 2.30	
_____	Carpet Padding - 1/2" (Over 700 sq. ft.)(price per sq. ft.)	\$ 1.45	\$ 1.60	\$ 2.05	
_____	Plastic Covering (price per sq. ft.).....	\$ 1.10	\$ 1.20	\$ 1.55	

Our carpet padding consists of 95 -100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recycled content.

**\*\*All utility lines must be installed  
before carpet installation. Utilities  
should be ordered in advance.\*\***

**TOTAL COST**

Sub- Total	+	8.875% Tax	=	Total Cost
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# RENTAL exhibits



Package 1



Package 1 upgraded with graphics and cabinet



Package 2



Package 2 upgraded with graphics and cabinet



Package 3



Package 3 upgraded with graphics and cabinet



Package 4



Package 4 upgraded with graphics and cabinet



Package 5



Package 5 upgraded with graphics and cabinet



Package 6



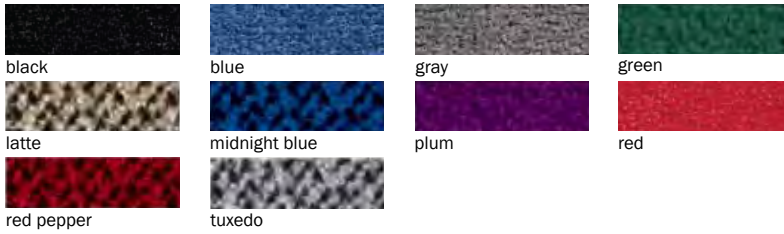
Package 6 upgraded with graphics and cabinet

\* All exhibits include: installation & dismantle of exhibit, material handling of exhibit, classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

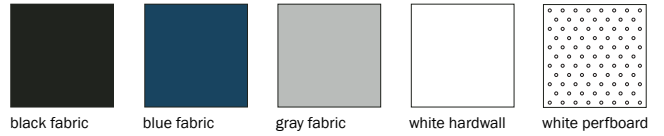
**Questions?** All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For fast easy ordering, go to [www.freemanco.com](http://www.freemanco.com).



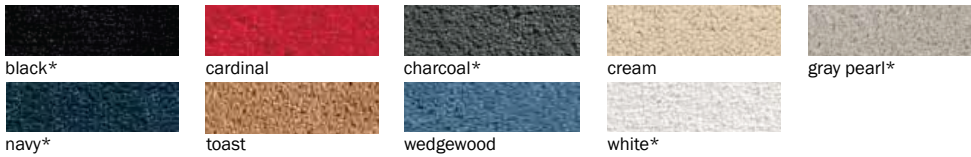
## Color Options - Classic Carpet



## Color Options - Fabric and Hardwall Panels



## Upgraded Color Options - Prestige Carpet



*\*Colors available in both 28 oz. and 40 oz.*

## Questions?

All packages can be customized or modified. To speak with an Exhibitor Sales specialist, call the number listed on Quick Facts. For additional custom examples click on the link below.

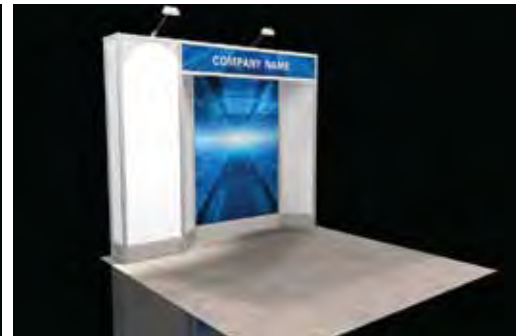
## Upgrades available for under \$500



Slatwall & Shelves



Black Metal



Graphics & Custom Logo



Cabinets & Counters



Colored Panels

## To view additional custom designs



[www.freemanco.com/customexhibits](http://www.freemanco.com/customexhibits)

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**For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)**

**All Exhibits Include:** installation & dismantle of exhibit, material handling of exhibit, 9' x 10' or 9' x 20' classic carpet with nightly vacuuming, 2 arm lights (per 10' unit), power (500 watts) for lights ONLY and labor to hang arm lights.

*To place your order, please check the appropriate box and complete the remaining selections at the bottom of the form.*

## RENTAL EXHIBITS

		Discount Price	Standard Price		Discount Price	Standard Price
Package 1	<input type="checkbox"/> 10' x 10'	4,355.40	6,097.55	<input type="checkbox"/> 10' x 20'	7,691.00	10,767.40
Package 2	<input type="checkbox"/> 10' x 10'	2,751.85	3,852.60	<input type="checkbox"/> 10' x 20'	5,100.50	7,140.70
Package 3	<input type="checkbox"/> 10' x 10'	3,907.25	5,470.15	<input type="checkbox"/> 10' x 20'	6,255.85	8,758.20
Package 4	<input type="checkbox"/> 10' x 10'	5,078.40	7,109.75	<input type="checkbox"/> 10' x 20'	9,808.80	13,732.30
Package 5	<input type="checkbox"/> 10' x 10'	3,072.00	4,300.80	<input type="checkbox"/> 10' x 20'	6,182.40	8,655.35
Package 6	<input type="checkbox"/> 10' x 10'	3,165.20	4,431.30	<input type="checkbox"/> 10' x 20'	5,313.95	7,439.55

## CHOOSE YOUR PANEL

☐ Black Fabric ☐ Blue Fabric ☐ Gray Fabric ☐ White Hardwall ☐ White Perfboard

## CARPET

Our Classic Carpet and nightly vacuuming are included in the price of your Rental Exhibit. The following colors are available:

**Check color choice**

☐ Black ☐ Blue ☐ Gray ☐ Green ☐ Latte  
☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

You may want to add padding or upgrade your carpet to one of our 15 designer colors in our PRESTIGE carpet line. Now available in **28 oz.** and **40 oz.** weight. Refer to our enclosed Carpet order form for color selections and pricing.

Our carpet padding consists of 95 - 100% recycled urethane foam and is also 100% recyclable according to the manufacturer's specifications. Our plastic floor covering contains up to 60% recyclable content.

## LIGHTING

Each Rental Exhibit includes 2 Arm Lights (per 10' unit).

**Note:** Power and labor to hang the lights are included in our standard rental exhibit package price. Power consumption not to exceed 500 Watts.

**Additional power must be ordered separately.**

## HEADER IDENTIFICATION SIGN

Indicate which color lettering you would like. We have a wide variety of standard colors available:

☐ Black ☐ Blue ☐ Brown ☐ Burgundy ☐ PMS Color \_\_\_\_\_  
☐ Red ☐ Teal ☐ White ☐ Dark Green ☐ Font Type \_\_\_\_\_

Indicate exactly how you want your company name to appear:

\*Unless font type is indicated, Helvetica will be used.

## ENHANCE YOUR EXHIBIT

Enhance your exhibit and have an Exhibitor Sales Specialist contact you for pricing by checking any of the following boxes:

☐ Slatwall & Shelves ☐ Cabinets & Counters ☐ Specialty Colored Metal ☐ Recyclable Graphics  
☐ Colored Panels ☐ Creating a Custom Exhibit ☐ Graphics & Custom Logo ☐ White Eco-Board

The product offered has recyclable content or has eco-friendly attributes and is 100% recyclable according to manufacturer's specifications.

TOTAL COST		
Sub-Total	+	= Total Cost
	8.875 % Tax	



# F R E E M A N

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

DISCOUNT PRICE  
DEADLINE DATE  
OCTOBER 20, 2014

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CCW+SATCON / NOVEMBER 12 - 13, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

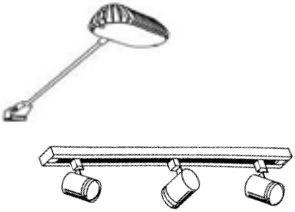
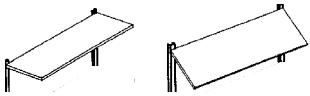
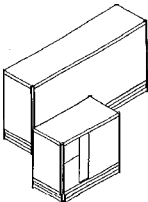
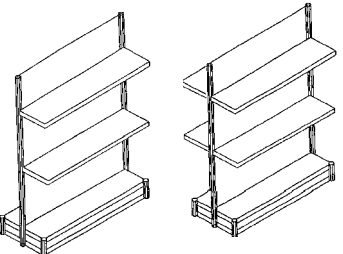
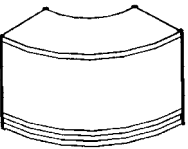
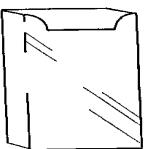
CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## ACCESSORIES FOR RENTAL UNITS

LIGHTS (use only on rentals)	SHELVES (use only on rentals)	CABINETS
		
GONDOLAS	RADIUS COUNTER (does not have doors)	LITERATURE POCKETS
		

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>LIGHT FIXTURES</b>					
(electrical service & labor to install lights not included)					

___	172512	Arm Light (200w) .....	108.05	151.25	_____
___	172514	8' Tracklight (3 lights) .....	328.10	459.35	_____
___	17252	Additional Track Light.....	115.35	161.50	_____

<b>CABINETS &amp; LOCKS</b>					
Cabinets					
<input type="checkbox"/> Black Fabric <input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC					
___	17305	1M x 1/2M x 36" High.....	542.55	759.55	_____
___	17306	1M x 1/2M x 42" High.....	542.55	759.55	_____
___	17308	2M x 1/2M x 36" High.....	654.90	916.85	_____
___	17309	2M x 1/2M x 42" High.....	654.90	916.85	_____
___	17310	1M Radius x 1/2Mx36" H ...	920.80	1,289.10	_____
(Radius Cabinets do not have doors)					

___	17301	Cabinet Lock.....	30.25	42.35	_____
Inside Shelves Available . . . Quoted on Request					

Qty	Part #	Description	Discount Price	Standard Price	Total
<b>GONDOLAS</b>					
Gondolas					
<input type="checkbox"/> Blue Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> Perfboard <input type="checkbox"/> White PVC					

___	174541	Single Sided 1M x 4'H .....	460.90	645.25	_____
___	174581	Single Sided 1M x 6'H .....	613.90	859.45	_____

<b>SHELVES</b>					
----------------	--	--	--	--	--

___	17201	1M Straight (37" x 12").....	93.35	130.70	_____
___	17206	1M Angled (37" x 12") .....	93.35	130.70	_____

<b>LITERATURE POCKETS</b>					
---------------------------	--	--	--	--	--

___	174015	For 8 1/2 x 11 Literature.....	44.10	61.75	_____
-----	--------	--------------------------------	-------	-------	-------

<b>TOTAL COST</b>					
Sub-Total _____ + Tax (8.875%) _____ = TOTAL _____					

Don't see what you need?  
Please call an Exhibitor Sales Specialist at 201-299-7400.

**\*Remember to make a selection for items with checkboxes. Otherwise, a selection will be made for you.**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 201-299-7575 to speak with one of our experts.

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## FLOOR UNIT



### RENTAL

Size	Price	QTY.	TOTAL
8' H x 8' W	\$3,070.85	_____	_____
8' H x 10' W	\$3,307.10	_____	_____

### PURCHASE\*

Size	Price		
8' H x 8' W	Call for Quote	_____	_____
8' H x 10' W	Call for Quote	_____	_____

\*Shipping Not Included

### Rental Units Include:

Classic Carpet 9' X 10' (Select color below)  
Installation & Dismantle of Exhibit  
Material Handling of Exhibit  
Nightly Vacuuming  
1-Podium - 8'H x 10'W unit only  
2-200 Watt Halogen Lights (Electrical service & labor not included)

### Purchase Units Include:

2-Cases  
One Time Installation & Dismantle  
1-Podium - 8'H x 10'W unit only

Header Identification Sign - (white with black text) Indicate copy below:

Fabric Panel Colors for All Units: ☐ Black ☐ Gray

### Additional Fabric Panel Colors for Purchase Units Only:

Blaze Red ☐ Blueberry ☐ Emerald ☐ Silver

**\*Other Colors Also Available for Purchase Units\***

 9'x10' Classic Carpet: ☐ Black ☐ Blue ☐ Gray ☐ Green

☐ Latte ☐ Midnight Blue ☐ Plum ☐ Red ☐ Red Pepper ☐ Tuxedo

## CUSTOM GRAPHIC / PHOTO PANELS

☐ Our custom graphic panels can dramatically enhance your exhibit's appearance.

Please check the box to have an Exhibitor Sales Specialist contact you to assist in creating a unique exhibit.

## OPTIONAL ACCESSORIES

Lights, shelves and other accessories area available with you booth purchase. Please call for a quote.

## QUICK TIPS

- \* If shipping literature or products, material handling rates will apply.
  - \* Order in advance to save time, money and ensure availability.
- Orders received after the deadline date or without payment will cost an additional 40% over prices indicated.**

### PURCHASE UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.875%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

### RENTAL UNITS TOTAL COST

Sub-Total \_\_\_\_\_ + Tax (8.875%) \_\_\_\_\_ = TOTAL \_\_\_\_\_

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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## GRAPHICS

To order your graphics, complete this order form and attach your sign copy or electronic file.

Please see artwork guidelines for electronic files on page 2 of this form.

Note: All graphics are subject to a 100% Cancellation Charge.

### DIGITAL GRAPHICS

Freeman has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high-resolution digital printing virtually any size for banners, signage, exhibit graphics and more.

\_\_\_\_\_ L X \_\_\_\_\_ W = \_\_\_\_\_ sq.ft.  
\$ 19.90 per sq. ft. discount price  
sq. ft. \_\_\_\_\_ x or \_\_\_\_\_ = \$ \_\_\_\_\_  
\$ 29.85 per sq. ft. standard price

- Minimum order per graphic 9 sq. ft. (1296 sq. in.)
- Double sq. ft. for double-sided graphics
- Round sq. ft. to next whole increment
- File conversion, retouching, cloning or color correcting may incur additional labor charges. (See reverse side for graphic guidelines.)

### LARGE DIGITAL GRAPHICS

Please call an Exhibitor Sales Specialist for price quotes on graphics over 80 sq. ft.

File Information:

Electronic File Name \_\_\_\_\_

Application \_\_\_\_\_

PMS Colors \_\_\_\_\_

#### Backing Material:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Foamcore    | <input type="checkbox"/> Masonite  |
| <input type="checkbox"/> PVC         | <input type="checkbox"/> Plexi     |
| <input type="checkbox"/> Gatorfoam   | <input type="checkbox"/> Eco-Board |
| <input type="checkbox"/> Ultra-Board | <input type="checkbox"/> Other     |

The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.

Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_ Use Your Judgment For Sign Layout \_\_\_\_\_

#### Special Instructions

### STANDARD SIZES

#### CHOOSE YOUR SIZE:

QTY.		Discount Price	Standard Price	TOTAL
7" x 11"	@	46.90	70.35 =	
7" x 22"	@	49.15	73.75 =	
7" x 44"	@	60.35	90.55 =	
9" x 44"	@	77.65	116.50 =	
11" x 14"	@	46.90	70.35 =	
14" x 22"	@	61.20	91.80 =	
14" x 44"	@	121.35	182.05 =	
22" x 28"	@	121.35	182.05 =	
28" x 44"	@	178.95	268.45 =	
20" x 60"	@	N/A	N/A =	

(white only)

Note: File conversion, retouching, cloning or color may incur additional labor charges. (See reverse side for graphic guidelines.)

#### INDICATE YOUR SIGN COPY HERE:

\* Please feel free to attach additional sign copy on separate page.

Vertical

Horizontal

Use Your Judgment  
For Sign Layout

Background Color: \_\_\_\_\_

Lettering Color: \_\_\_\_\_

#### TOTAL COST

Sub-Total + 8.875 % Tax = Total Cost

FREEMAN graphics

## CUSTOMER GUIDELINES FOR SUBMITTING GRAPHICS ARTWORK

*Our desire is to provide you with the best possible quality graphics for your event or exhibit. You can help us in that effort by providing digital art files using the following guidelines. If you are sending us completed, print-ready files, please pass the following information on to your graphics designer. Two overall considerations for submitting acceptable artwork involves proper resolution or size of the file to avoid poor quality images, and proper color matching information and proofs to ensure accurate color reproduction.*

### PLEASE PROVIDE THE FOLLOWING WHEN SUBMITTING ART

Minimum requirements for original artwork, such as logos, when Freeman is providing design and layout:

- 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product)

Minimum requirements for final artwork that Freeman will reproduce exactly as provided:

- 100 dpi resolution at full size of actual finished product

Minimum requirements for both:

- All related PMS and/or CMYK color codes(if submitting CMYK values, please supply accurate color swatches.)
- Accurate color proof print of artwork
- Contact name, phone number and e-mail address of art creator if applicable
- If submitting a "vector" file, include all fonts, or convert fonts to outlines or paths

### ACCEPTABLE FILE SOFTWARE FORMATS

We are capable of working with both PC and MAC based software, and can accept art created with the following software programs (listed in order of preference):

- ADOBE—Illustrator, InDesign, and Photoshop
- COREL DRAW
- QUARK XPRESS

Files should always be saved in their native format.

### ACCEPTABLE FILE TYPES

Files that Freeman **can use** in order of preference, include:

- EPS and AI (especially when submitting logos)
- TIF (especially when submitting photos)
- JPG (provided resolution is high enough for photo images; not recommended for logos)

File types that Freeman **cannot use** to reproduce high quality graphics include:

- GIF files
- Microsoft Office software files such as Word (.doc), or PowerPoint (.ppt) file types
- Self-extracting files, such as EXE or SEA files

### WAYS TO SEND ARTWORK

- Artwork files that are of acceptable resolution as listed above will typically be too large to send via e-mail. Files may be saved and sent via overnight delivery on either a CD-ROM or a DVD, along with the hard-printed proof copy. (Floppy disks and zip drives are not a good option for sending large graphics files).
- Files may also be posted to Freeman's FTP site. You may get the password and other needed information from your Freeman service representative in order to post files. However, a hard copy proof and backup of the files on CD-Rom/DVD are required and must be sent via overnight delivery in addition to posting the electronic files. Please call (201) 299-7575 for assistance.

# UNION JURISDICTIONS AT JACOB K. JAVITS CONVENTION CENTER

***THERE ARE THREE MAJOR UNIONS THAT HAVE JURISDICTION OVER TRADE SHOWS. THE FOLLOWING SHOULD HELP GUIDE YOU IN CONFORMING TO UNION JURISDICTIONS AND ITS ADHERENCE TO THEM WHEN REQUIRED.***

## **TEAMSTER UNION:**

Teamsters handle freight at the exhibit hall. They unload trucks or vehicles and deliver materials to and from booths. They also provide rigging of machinery, moving services and spot machinery in your booth. The normal rigging crew consists of two men and a forklift. Customarily, this service must be ordered in advance at exhibitor's expense.

## **CARPENTER UNION:**

Carpenters handle the erection and dismantling of display and exhibit booths. This also includes all display work. Carpenters uncrate and re-crate machinery or equipment and install and remove all draping and floor covering.

## **ELECTRICAL UNION:**

Electricians handle all electrical work, which includes supply power lines to your booth, connecting equipment to outlets and install signs or headers that are lighted, unless they are permanently a part of the exhibit backwall.

## **WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?**

Contrary to popular belief, exhibitors are allowed to do some work within the privacy of their own booths. Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the booth size is 250 sq ft or less and the following conditions are met: 1) No tools are used in the assembly or dismantle; 2) Individuals performing the work must be full time employees of the exhibiting company and carry identification to verify this fact. Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may "hand carry" or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a "pop-up" display (equal or less than 25' in length) capable of being carried by hand by one person. The individuals moving the items must be full time employees of the exhibiting company and must carry identification to verify this fact. We hope the above will help you. If you are in doubt, do not wait until you get to the show to ask questions. Call the Show Manager or Freeman before hand.

## **GENERAL INFORMATION:**

### **FLAMEPROOFING:**

Table coverings as well as all booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with New York City Fire Department Regulations must be submitted when requested.

### **INSURANCE:**

Freeman and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display material from the time it leaves your Company's premises until it returns. In most cases a rider can be added to your present policy for a very nominal cost.



# installation & dismantle

When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists is ready to assist you with all of your exhibit requests, from beginning to end.

Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible.

## do i need to order labor?

As an exhibitor, you are required to follow local labor jurisdictions. Please refer to the enclosed "Labor Jurisdictions" information sheet for details.

## installation and dismantling services available

Freeman will work closely with you to coordinate every phase of your trade show participation, including:

- Preplanning and budget consultation
- Support service coordination – electrical, furnishings, floral and more
- Shipping and storage management
- On-site supervisors with dedicated floor managers
- Skilled labor and technicians for installation and dismantling
- Full, in-house carpentry
- Graphics production
- Emergency repairs and refurbishing
- Postshow evaluations
- Multiple show coordination

Supervise any labor yourself, or if you need assistance, Freeman I&D experts will do it for you.

## if you use Freeman staff

Exhibits are set up prior to your arrival under the direction of Freeman I&D supervisors. We charge 30% of the total labor charge, with a minimum \$45 fee.

## if you supervise yourself

**Installation** – Your labor supervisor must check in at the exhibitor service center to pick up laborers. Upon completion of work, your supervisor must return to the exhibitor service center to release the laborers. Start time is guaranteed only when labor is requested for the start of the working day.

**Dismantling** – When scheduling dismantling labor, be sure to allow time for empty containers to be returned to the booth after the close of your show. Start time is guaranteed only when labor is requested for the start of the working day.

## questions?

Call customer service at the number listed on Quick Facts.

For fast, easy ordering, visit us at [www.myfreemanonline.com](http://www.myfreemanonline.com).



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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 201-299-7575 to speak with one of our experts.

## DISPLAY LABOR (One Hour Minimum per Worker)

Description	Advance Price	Show Site Price
Carpenter Labor		
<b>Straight Time:</b> Mon - Fri (first 8 hours of the worker's shift, regardless of time of day).....	\$192.25	269.25
<b>Overtime:</b> (after first 8 hours of the worker's shift, regardless of time of day) and Saturdays..	\$243.25	340.50
<b>Double Time:</b> Sundays and Holidays .....	\$294.75	412.75

• Show Site prices will apply to all labor orders placed at show site.

- Price is per person/per hour.
- Start time guaranteed only at start of working day
- One hour minimum per man - labor thereafter is charged in half (1/2) hour increments.
- Supervisor must check in at Service Desk to pickup labor.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.

**Please include setup plan/photo, special instructions & inbound shipping information with this order.**

## INSTALLATION LABOR

☐ **Freeman Supervised Labor** - Please complete the reverse side of this form.

- Installation of your exhibit will be completed at our discretion prior to show opening
- The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/45.00)						= \$ _____
Tax 8.875%						= \$ _____
Total Installation						= \$ _____

## DISMANTLE LABOR

☐ **Freeman Supervised Labor** - Please complete the reverse side of this form.

- Freeman is not responsible for product or literature that is not properly packed and labeled by exhibitor
- The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

☐ **Exhibitor Supervised Labor**

Supervisor will be: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Approx. Hrs. per Person	Total Hrs.	Hourly Rate	Estimated Total Cost
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
_____	_____	_____	x _____ = _____	@ \$ _____ = \$ _____		
Freeman Supervision (30%/45.00)						= \$ _____
Tax 8.875%						= \$ <b>(N/A)</b>
Total Dismantle						= \$ _____

If you have questions or need assistance in completing your order, please call and ask for your Freeman I & D Representative.

NAME OF SHOW: **CCW+SATCON / NOVEMBER 12 - 13, 2014**

COMPANY NAME:

BOOTH#:

CONTACT NAME:

PHONE#:

### FREEMAN SUPERVISED LABOR

***IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY FREEMAN I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.***

### INBOUND SHIPPING & SET UP INFORMATION

Freight will be shipped to Warehouse \_\_\_\_\_ Show Site \_\_\_\_\_ Date Shipped \_\_\_\_\_

Total No. of: \_\_\_\_\_ Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_

Setup Plan/Photo: Attached \_\_\_\_\_ To Be Sent With Exhibit \_\_\_\_\_ In Crate No. \_\_\_\_\_

Carpet: With Exhibit \_\_\_\_\_ Rented From Freeman \_\_\_\_\_ Color \_\_\_\_\_ Size \_\_\_\_\_

Electrical Placement: \_\_\_\_\_ Drawing Attached \_\_\_\_\_ Drawing With Exhibit \_\_\_\_\_

Electrical Under Carpet \_\_\_\_\_

Comments: \_\_\_\_\_

Graphics: With Exhibit \_\_\_\_\_ Shipped Separately \_\_\_\_\_

Comments: \_\_\_\_\_

Special Tools/Hardware Required: \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

SHIP TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### METHOD OF SHIPMENT

☐ **Exhibit Transportation:**

☐ Common Carrier

☐ Air Freight

☐ Next Day

☐ 2nd Day

☐ Deferred

☐ **Other (list carrier name & phone number):**

☐ Other Common Carrier: \_\_\_\_\_

☐ Other Air Freight: \_\_\_\_\_

☐ Van Line: \_\_\_\_\_

#### Freight Charges

☐ Prepaid

☐ Collect

Bill To: \_\_\_\_\_

**In the event your selected carrier fails to show on final move-out day, please select one of the following options:**

☐ Reroute via Freeman's choice.

☐ Delivery back to warehouse at Exhibitor's expense.

***PLEASE NOTE: Freeman will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.***

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CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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## FORKLIFT RIGGING EQUIPMENT AND LABOR

**Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday

**Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday and Sunday

**Double Time -** Recognized Holidays

- Show site prices will apply to all labor orders placed at show site
- Start time guaranteed only at start of working day
- One hour minimum - labor thereafter is charged in half (1/2) hour increments
- Supervisor must check in at Service Desk to pick up labor
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth

Part#	Description	Advance Price	Show Site Price
<b>FORKLIFT LABOR</b>			
304050	Forklift w/operator - up to 5,000 lbs - ST.....	\$ 420.50	588.75
304051	Forklift w/operator - up to 5,000 lbs - OT.....	\$ 625.50	875.75
304052	Forklift w/operator - up to 5,000 lbs - DT.....	\$ 854.00	1,195.50
3040100	Forklift w/operator - up to 10,000 lbs - ST.....	\$ 504.25	706.00
3040101	Forklift w/operator - up to 10,000 lbs - OT.....	\$ 879.75	1,231.75
3040102	Forklift w/operator - up to 10,000 lbs - DT.....	\$1,024.75	1,434.75
3090600	Man cage for Forklift .....	\$ 71.25	99.75

## INSTALLATION

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	8.875%
_____							<b>Total</b>	

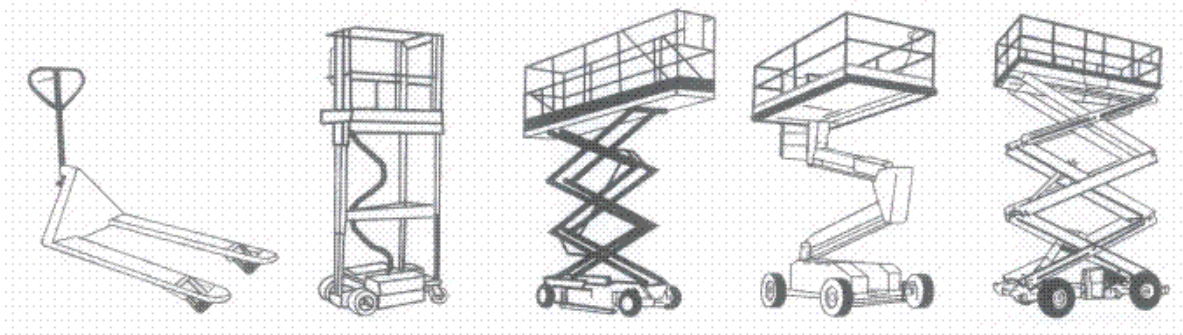
## DISMANTLE

Part #	Description	Date	Start Time	# of Equip/ Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimated Total Cost
Describe work to be done: _____							Sub-Total	
_____							Tax	N/A
_____							<b>Total</b>	

FREEMAN forklift / rigging labor

# MOTORIZED LIFTS AT JACOB K. JAVITS CONVENTION CENTER

## ***ATTENTION ALL EXHIBITORS!***



The operation or use of all motorized lifting equipment for installation or dismantle of booth structures or signs is not permitted by exhibitors or their appointed contractors.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY  
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation.

# F R E E M A N

909 Newark Turnpike

Kearny, NJ 07032

(201) 299-7575 Fax: (469) 621-5618

FreemanNewYorkES@freemanco.com

INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **CCW+SATCON / NOVEMBER 12 - 13, 2014**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to [www.freemanco.com/store](http://www.freemanco.com/store)

## HANGING SIGN LABOR AND EQUIPMENT

### INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

Type: Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other \_\_\_\_\_

Shape: Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

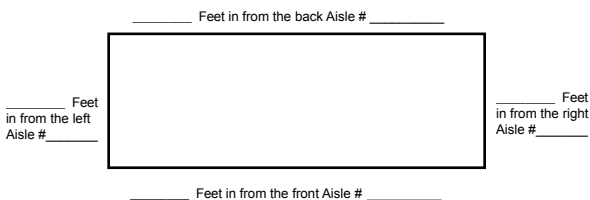
Does Your Sign Require Electricity \_\_\_\_\_ Assembly \_\_\_\_\_

Is Your Sign Designed to Rotate? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Initial in the application above)

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



Number of feet from floor to top of sign: \_\_\_\_\_

### EQUIPMENT AND LABOR RATES TO HANG SIGNS

#### Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

#### Overtime

4:30 P.M. to 12:00 A.M. Monday through Friday,

All day Saturday

#### Double Time

All day Sunday and recognized holidays

#### Crew Size - MINIMUM of two people

#### Materials

Cable, clamps, etc. additional and charged accordingly

### Equipment With Crew

- Show Site prices will apply to all labor orders placed at show site**
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
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#### Lift

Lift with crew (up to 400lbs lift capacity)

Advance Price \$ 739.25 885.50 1,061.75

**Show Site Price** \$1,035.00 1,239.75 1,486.50

#### Assembly Crew/Additional Labor

Per Person/Per Hour

Advance Price \$ 192.25 243.25 294.75

**Show Site Price** \$ 269.25 340.50 412.75

#### Installation Estimate

Approx Hours Hourly Rate Total Estimated Cost  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

#### Dismantle Estimate

Approx Hours Hourly Rate Total Estimated Cost  
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- \_\_\_\_ Freeman  
\_\_\_\_ Exhibitor Personnel  
\_\_\_\_ Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

Freeman hanging sign labor

# F R E E M A N

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618  
FreemanNewYorkES@freemanco.com

**PLEASE INCLUDE THIS FORM  
WITH YOUR HANGING SIGN  
ORDER FORM**

---

## **STRUCTURAL INTEGRITY STATEMENT**

### **THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES**

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\_\_\_\_\_, the contracted exhibitor at the **CCW + SATCON / NOVEMBER 12 - 13, 2014** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, JACOB K JAVITS CONVENTION CENTER, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Complete and return form to address listed at the top  
of this form.**

**FREEMAN structural integrity statement**





## ***Order Forms Kit***

### ***Content & Communications World November (12-13) 2014***

In order to service you better, please PRINT and use BLACK INK when filling out your order forms. You will find included:

#### ***Javits Utilities Order Forms:***

***Advance Rate Deadline: October 28, 2014***

Attention Notice, Service Order Payment, Floor Plan Layout, Lighting Fixture Choices, Electrical/Video Equipment, Cleaning, Plumbing and Telecommunications.

#### ***Centerplate:***

Welcome Notice & Service Links, Catering Order Form

#### ***FedEx:***

Welcome Notices & Services, Conference Rooms & Work Station Rental.

#### ***American Express Open:***

Welcome Notices & Services, Applications, Office Location

#### ***SuperShuttle / Golden Touch Information:***

Airport Transportation, website information, Discount information

#### ***Special Notice:***

Shipping Freight information



## Attention Exhibitors

### Electrical Service Installation Notice

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Pre-ordering your services can save you time and money. Once you're on-site, please be sure to check in with the Javits electrical foreman when you are ready for installation of your electrical services. It's a good idea to have a copy of your Service Order form and proof of "sent confirmation" with you. Most electrical foremen are located within the Exhibit Hall in the front of the aisle near the restrooms. Information of location on Crystal Palace and all Concourse Level electrical foremen is available at the Service Center.

If you have questions or require assistance with installation, please call

Electrical Services

212 216-2655



2014B

# Jacob K. Javits Convention Center

655 West 34th Street  
New York, NY 10001-1188  
877.452.8487  
[www.javitscenter.com](http://www.javitscenter.com)



## SERVICE ORDER(S) PAYMENT FORM

### Required for Electrical, Cleaning, Plumbing, and Telecommunication Services

(No service will be provided without payment and completion of Section 1 & 2 and the return of this form as well as a booth floor plan, where appropriate, and the order form for the specific service required.)

Customers who choose to pay by check or money order must also supply a valid credit card number. Credit Card charges are limited to \$10,000 per order/invoice. Any order exceeding \$10,000 must be paid by company check. Any balance due during or at the end of the show and does not exceed \$10,000 will be billed directly to the credit card number. The Advance rate will only be valid and processed for orders with payment postmarked or emailed 15 days prior to the show opening date. By your signature below, you acknowledge and agree to these terms and authorize JKJCC to bill your credit card. **Personal checks or checks drawn on foreign banks are not accepted.** Failure to follow these instructions will result in a delay in services.

Make checks payable to the JACOB K. JAVITS CONVENTION CENTER.

Please mail order forms with payment to:

Jacob K. Javits Convention Center

655 West 34th Street

New York, NY 10001-1188

OR Email COMPLETED & SIGNED Service Forms to: [Services@javitscenter.com](mailto:Services@javitscenter.com)

Show Name: (15257) Content & Communications World	Show Booth:	Show Date(mm/yy): Nov '14
Exhibiting Company Name:		

### Section 1 (Billing Information)

Billing Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Signature: \_\_\_\_\_

Country \_\_\_\_\_

### Section 2 (Billing Credit Card expiration date must be valid throughout the event listed above)

☐

American Express

☐

MasterCard

☐

Visa

☐

Diners Club

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

Month

Year

Card Holders Name (Print): \_\_\_\_\_

Card Holders (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

### Section 3

☐

Please check here if checks are included.

Email Address: \_\_\_\_\_

For faster ordering with a confirmation call toll-free 1.877.452.8487  
or go to [www.javitscenter.com](http://www.javitscenter.com)

effective 1/1/2014

# **Floor Plan Distribution Only**

Use for floor plans ONLY

NOTE: Submit a floor plan ONLY to the departments you have ordered services from.

**All plans MUST include:**

Show Name  
Company Name  
Booth Number or Location

## **Electrical:**

Email: Services@javitscenter.com  
Mail: Electrician c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Plumbing:**

Email: Services@javitscenter.com  
Mail: Plumber c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Telecommunication:**

Email: Services@javitscenter.com  
Mail: Telecommunication Installer c/o JKJCC  
655 West 34th Street  
New York, NY 10001-1188

## **Important Notice:**

\* **No** service will be provided without a Service Request Form **AND** a Credit Card on file.

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are 20 columns and 20 rows of these squares, creating a total of 400 square units. The grid covers the entire area of the page, leaving no margins or other markings.



The following illustrates the choices of lighting fixtures available as listed on the Electrical Service Request Form.

E82 - 150 Watt Skanda Light	E32 - 120 Watt Clamp-on flood lamp (one bulb)
 A black, dome-shaped floodlight with a silver-colored lens and a black mounting arm.	E33 - 120 Watt Gooseneck flood lamp (two bulbs)
	 A black gooseneck lamp with two white, cone-shaped light fixtures at the end of the arms.
E80 - 300 Watt Light Quartz	S85 - 1000 Watt Parcan Light
 Two side-by-side images of a tall, black, adjustable light stand with a rectangular light fixture mounted on top.	 A black, cylindrical stage light with a perforated body and a silver-colored base, mounted on a stand.



# Jacob K. Javits Convention Center

## Electrical Request Form



This Order Form and payment must be postmarked or emailed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15257) Content & Communications World

Month/Year November 2014

Advance Rate Deadline: October 28, 2014

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Event Contact \_\_\_\_\_ Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Item#	Description	Quantity	Advance Rate	Standard Rate	Amount
<b>110 volt Electric Service Connections ( Lights, Computers &amp; Small Appliances ) ***Prices subject to change without notice***</b>					
E25	Up to 500 watts		\$113.50	\$166.50	
E26	501 - 1000 watts		\$187.50	\$270.50	
E27	1001 - 1500 watts		\$227.50	\$330.00	
	add 25% for 24 hr. service ( use only with above outlets )				
E28	Multi Box - 4 Outlets ( use only with above outlets; 1 unit per connection )		\$ 42.00	\$ 63.00	
E29	Plug Strip - 6 Outlets ( use only with above outlets; 1 unit per connection )		\$ 42.00	\$ 63.00	

<b>110 volt Electric Equipment Connections (One Dedicated Line for Heavy Duty Service ONLY - No Multiple Connections Allowed)</b>					
E30	1501 - 2000 watts		\$242.00	\$345.00	
E31	2001 - 2500 watts		\$325.00	\$470.00	
	For 208 or 460 volt Service ( add 25% for 24 hr. service )		*****SEE ATTACHED PRICE LIST*****		

### FLOOD LIGHTS: JKJCC Equipment only ( Includes labor and Outlet )

E32	One 120 Watt Flood lamp - Clamp On		\$170.00	\$245.00	
E33	Twin 120 Watt Flood lamp - Goose Neck		\$205.00	\$295.00	
E82	150 Watt Skanda Light		\$180.00	\$258.00	
E80	One 300 Watt Light Quartz		\$185.00	\$270.00	
S85	1 - 1000 Watt Parcan ( Floor Plan Required ) *		\$450.00	\$615.00	
*Any Parcan order received less than 15 days prior to show opening will be subject to standard rate*					
Parcans are NOT allowed in Exhibit Hall 3D and Galleria. Please verify your booth location with Show Management.					

These charges DO NOT include labor. Exhibitors may install their own equipment provided the following requirements are met:

- The booth is no larger than 10 x 10
- The work is done by the exhibiting company's own employee(s)
- No tools or ladders are required or used
- The service order is for 500 watts or less
- No more than 4 lights are being installed

All other installations of exhibitor-owned equipment will require labor. Up to 6 lights: \$50.00 charge. Labor for all other installations will be billed in 1/2 hour increments as set forth below.

### LABOR CHARGED IN HALF HOUR INCREMENTS

Straight Time	7:30am to 3pm, Monday through Friday	\$130.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$170.00 per hour
Move Out Charge		\$150.00 per hour

Use of manlift \$110.00 per hr; \$440.00 for 4 hours OR more per day for exclusive use. (Electrical orders only)

\*\*\* Taxable Item\*\*\* State and Local Taxes will be added

Total \$ \_\_\_\_\_

State and Local Sales Taxes will be added to taxable items

## Floor Plan Required

See Page 2 for mailing instructions

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By _____		
Credit Card Authorization # _____		
Check # _____		
Invoice # _____		
Labor # _____		
Tracking # _____		
Customer # _____		
On-site Customer Signature _____		See reverse side for instructions and conditions.

# ELECTRICAL SERVICES REQUEST

## SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
  - a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
  - b. Incomplete information regarding hook-up or power requirement will delay processing.
  - c. Booth Number(s) must be identified on face of form.
  - d. Desired location of power in booth(s) must be designated. For large booth, attach floor plan.
  - e. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims and / or billing disputes will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$50.00 fee plus forfeiture of the discount rate for all services ordered.

## IMPORTANT RULES AND REGULATIONS

1. With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/ remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
5. All exhibitors' cords must be of the three-wired type. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
9. JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.
10. All electrical service connections (110V) include one female outlet unless a multibox or plug-in strip is ordered.

TIPPING IS NOT PERMITTED ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

**MAKE CHECKS PAYABLE TO THE JAVITS CENTER**  
Please retain a copy for your records.

**Return with payment to:**  
Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188

Phone 877.452.8487  
Email: [Services@javitscenter.com](mailto:Services@javitscenter.com) **(Credit Card Payment Only)**  
[www.javitscenter.com](http://www.javitscenter.com)

# Jacob K. Javits Convention Center

## Electrical Voltage Price List and Information



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15257) Content & Communications World Month/Year November 2014

Advance Rate Deadline: October 28, 2014

Company Name

Booth Number

### 208 Volt & 460 Volt Service (Non Taxable)

### Electrical Power & Multi Box/Plugin Strip Connection

#### 208 Volt Single Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S47	1-30	\$ 455.00	\$ 660.00	
S48	31-60	\$ 660.00	\$ 960.00	
S49	61-100	\$ 990.00	\$1440.00	
S30	101-200	\$2150.00	\$3115.00	
S31	201-400	\$3150.00	\$4550.00	

#### 208 Volt Three Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S54	1-30	\$ 525.00	\$ 765.00	
S55	31-60	\$ 725.00	\$1050.00	
S56	61-100	\$1040.00	\$1500.00	
S32	101-200	\$2340.00	\$3390.00	
S33	201-400	\$3710.00	\$5380.00	

#### 460 Volt Single Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S68	1-30	\$ 990.00	\$1440.00	
S69	31-60	\$1220.00	\$1660.00	
S70	61-100	\$1330.00	\$1700.00	
S71	101-200	\$2280.00	\$3300.00	
S73	201-400	\$3280.00	\$4570.00	

#### 460 Volt Three Phase

Item	Amps	Advance Rate	Standard Rate	Quantity
S61	1-30	\$1090.00	\$1250.00	
S62	31-60	\$1300.00	\$1450.00	
S63	61-100	\$1330.00	\$1700.00	
S34	101-200	\$2450.00	\$3300.00	
S35	201-400	\$3775.00	\$5050.00	

Prices include labor to install & remove service to Javit's disconnect point. Additional labor will be required for hook-up of exhibitor equipment. **Add 25% to price(s) for 24-hour service.**

Grand Total \$ \_\_\_\_\_

Multi box/Plug in Strip is an extension cord only and requires an Electrical Wattage.

- A) All of the Javits electrical watts are SINGLE connections Items E25, E26, E27, E30, E31 on the Electrical Request Form.
- B) When ordering Electrical Service and requesting a Multi Box or a Plug in Strip please note the Fire Hazards:
- 1- It is a Fire Hazard to connect more than one Multi Box or Plug in Strip to a single connection.
  - 2- It is a Fire Hazard to connect a Multi Box into another Multi Box or a Plug in Strip.
  - 3- It is a Fire Hazard to connect a Plug in Strip into another Plug in Strip.
- C) Here are some examples on how to include a Multi Box or Plug in Strip:
- 1- If you order one E25, you may order: one Multi Box or one Plug in Strip.
  - 2- If you order two E25, you may order two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.
  - 3- If you order one E25 and one E26, you may order: two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.

If you still require assistance please call our Electricians at (212) 216 - 2645.

\*\*\*\* PLEASE SUBMIT THIS FORM WITH ELECTRICAL REQUEST FORM \*\*\*\*

\*\*\*\* PRICES SUBJECT TO CHANGE WITHOUT NOTICE \*\*\*\*



Marketplace for the World  
2014B

# Jacob K. Javits Convention Center

## Sound Equipment Price List and Information



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15257) Content & Communications World

Month/Year

November 2014

Advance Rate Deadline: October 28, 2014

Company Name

Booth Number

### Sound Equipment

Equipment	Item	Quantity	# Of Days	Amount Per Day
Wired Microphones				
Wired Lavalier Microphone	E67			\$ 25.00
Wired Handheld Microphone *	E67			\$ 25.00
Wired Headset	E67			\$ 25.00

Wireless Microphones				
Wireless Lavalier Microphone	E77			\$132.50
Wireless Headset Microphone	E77			\$132.50
Wireless Handheld Microphone *	E77			\$132.50
Wireless Countryman Microphone	E17			\$200.00

Portable Sound Systems				
2 - 10" JBL Eons with Stands	E60			\$ 260.00
4 - 10" JBL Eons with Stands	E61			\$ 365.00
CD Player 5 Disk CD Changer	E37			\$ 60.00
Digital Audio / CD Recorder	V30			\$145.00

Total \$ \_\_\_\_\_

State and Local Sales Taxes will be added on all items

Quotes for additional Audio, Video, Lighting, Truss and Motors are available upon request, please call (212) 216-2645. All sound system installations above require a minimum of a 1/2 hour installation and dismantle time.

\* Microphones can be used with house sound system (available in halls 1A, D, E and 3D and 1A, B, C, D and E meeting rooms) and on portable systems noted above.

\* Please specify podium, table or floor stand.

Special Instructions

\*\*\*\* PLEASE SUBMIT THIS FORM WITH ELECTRICAL REQUEST FORM \*\*\*\*

\*\*\*\* PRICES SUBJECT TO CHANGE WITHOUT NOTICE \*\*\*\*

For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to [www.javitscenter.com](http://www.javitscenter.com) effective 1/1/2014

# Jacob K. Javits Convention Center

## Video Equipment Price List and Information



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

**Please email your order to [services@javitscenter.com](mailto:services@javitscenter.com) Attn: Bruce Gold**

Full Name Of Event (15257) Content & Communications World

Month/Year

November 2014

Company Name:

Booth Number:

### Video Equipment

Equipment	Quantity	Amount
<b>Disc Player</b>		
Sony Blue Ray HD		\$ 65.00 per day
<b>Playback</b>		
Sony DVD Player		\$ 35.00 per day
Plasma - Please indicate what source will be feeding the plasma? ie: laptop; smartphone, etc.:		
<b>Please circle below how to display plasma/monitor (mount, table, chrome stand, cart)</b>		
Panasonic 42" HD/Standard Def includes one: circle - wall mount / table top / 6ft chrome stand		\$ 390.00 per day
Panasonic 50" HD/Standard Def includes one: circle - wall mount / table stand / 6ft chrome stand		\$ 465.00 per day
Panasonic 65" HD/Standard Def includes one: circle - wall mount / table top / 6ft chrome stand		\$ 625.00 per day
Panasonic 103" HD/Standard Def cables must be rigged with motors (MOTORS NOT INCLUDED)		\$ 5,100.00 per day
<b>Monitor</b>		
Sharp 32" LCD HD/Standard Def includes one: circle - table stand / wall mount / cart		\$ 150.00 per day
Acer 24" LCD HD/Standard Def includes one: circle - table stand / wall mount		\$120.00 per day
<b>Laptops and Desktops</b>		
IBM T60 2GHZ Intel core duo 1 gig laptop		\$260.00 per day
IBM UJ-842 C-RW DVD Multi Drive		No Charge
Windows XP Pro and Office 2003 or 2007 Pro Plus		No Charge
IBM Net Vista A30P XPP P4 2.4 8310 Desktop PC		\$260.00 per day
Sony SDM-S71R 17" LC Monitor		No Charge
6" SVGA Cable		No Charge
IBM KB-0225 Keyboard		No Charge
IBM MO28UO Mouse		No Charge

Please indicate placement of equipment in booth/space with X:

BACK

FRONT

Total \$ \_\_\_\_\_

State and Local Sales Taxes will be added on all items

There is a \$75.00 delivery and pick-up charge in addition to the prices above.

The prices above are pre-order prices and Do Not include labor for installation, dismantle or power (please refer to the Javits Toolkit for electrical services). All on-site orders will cost an additional \$200.00

Quotes for additional Audio, Video, Lighting, Truss and Motors are available upon request, please call Bruce Gold at (212) 216-2645.

# ELECTRICAL SERVICES REQUEST

## SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:

- a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
- b. Incomplete information regarding hook-up or power requirement will delay processing.
- c. Booth Number(s) must be identified on face of form.
- d. Desired location of power in booth(s) must be designated. For large booth, attach floor plan.
- e. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.

2. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.

3. Claims and / or billing disputes will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.

4. Unpaid balances are subject to past due penalties.

5. Returned checks will be subject to a \$50.00 fee plus forfeiture of the discount rate for all services ordered.

## IMPORTANT RULES AND REGULATIONS

1. With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/ remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.

2. Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.

3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.

4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.

5. All exhibitors' cords must be of the three-wired type. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.

8. Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.

9. JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

10. All electrical service connections (110V) include one female outlet unless a multibox or plug-in strip is ordered.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

## MAKE CHECKS PAYABLE TO THE JAVITS CENTER

Please retain a copy for your records.

### Return with payment to:

Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188

Phone 877.452.8487

Email: [Services@javitscenter.com](mailto:Services@javitscenter.com) **(Credit Card Payment Only)**  
[www.javitscenter.com](http://www.javitscenter.com)



# Jacob K. Javits Convention Center

## Cleaning Request Form



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15257) Content & Communications World

Month/Year November 2014

Company Name

Booth Number

Advance Rate Deadline: October 28, 2014

Event Contact

Email Address

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Phone Number

Fax Number

SIGNATURE

DATE

ALL CLEANING AND JANITORIAL SERVICES MUST BE PERFORMED BY THE JKJCC (minimum charge 100 sq. ft. per booth)

\*\*\*\* Prices subject to change without notice \*\*\*\*

### Please Indicate Type of Cleaning Required

TYPE OF FLOOR (check one) ☐ HARD ☐ CARPET

Advanced  
Rate/sq.ft.

Standard  
Rate/sq.ft.

Booth  
sq.ft. X

Number  
of Days X

=

Amount

JKJCC Use Only

### First Day Cleaning Fee (See Reverse Info)

Cleaning completed in preparation for the first show day

\$ 0.25

\$ 0.32

1

=

\$

C60

### Show Days Cleaning (Does Not Include First Day)

Exhibition booth cleaned after each open show day in preparation for the next show day

\$ 0.23

\$ 0.30

=

\$

C61

### Shampoo Booth Carpet

\$ 0.50

\$ 0.65

=

\$

C62

### Periodic Porter Service (Show Hours Only)

Sweep floor/empty wastebaskets.

\$ 49.50/day

100-499

=

\$

C63

\$ 74.00/day

500-999

=

\$

C64

\$ 99.00/day

1000-1999

=

\$

C65

\$123.00/day

2000-3499

=

\$

C66

### Custom Porter Service (Minimum charge 2 hours)

Sweep floor/empty wastebaskets

Hours of  
Service

Total  
Hours

Per Hour

No. of  
Porters

No. of  
Days

=

\$

C49

### MISCELLANEOUS

Strip / Wax exhibitor booth

Rate/sq.ft.

Booth sq.ft.

No. of Days

=

\$

C30

JKJCC USE ONLY

JKJCC PAID STAMP

Total \$

Received By

Credit Card Authorization #

Check #

Invoice #

Labor #

Tracking #

Customer #

On-site Customer Signature

State and Local Sales Taxes will be added on all items

See reverse side for instructions and conditions.

Special Instructions

Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk

For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to [www.javitscenter.com](http://www.javitscenter.com) effective 1/1/2014

# REQUEST FOR CLEANING SERVICES

## SERVICE ORDER FORM

### 1. Conditions for processing service order forms are:

- a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
- b. Booth Number(s) must be identified on face of form.
- c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.

### 2. Services cancelled prior to installation will be subject to cancellation fees.

### 3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKC Service Desk. Non receipt of service must be reported to the JKC Service Desk each show day for verification and consideration.

### 4. Unpaid balances subject to past due penalties.

## EXHIBITOR NOTES

### 1. FIRST DAY CLEANING ( OPENING DAY ) INCLUDES:

- a. Vacuuming of carpeted areas.
- b. Sweeping of floor covering other than carpeted surfaces.
- c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
- d. Wastebasket and trash receptacle emptying.
- e. EXHIBITORS ARE RESPONSIBLE FOR REMOVING PLASTIC CARPET COVERING AND OTHER OBSTRUCTIONS BEFORE CLEANING CAN BE PERFORMED.

### 2. SHOW DAYS CLEANING ( DOES NOT INCLUDE OPENING DAY )

3-day show = 2 cleanings, 4-day show = 3 cleanings,  
5-day show = 4 cleanings.

Show days booth cleaning services include:

- a. Vacuuming of carpeted areas.
- b. Sweeping of floor covering other than carpeted surfaces.
- c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
- d. Wastebasket and trash receptacle emptying.

Services will be performed on designated show days after the show closes for the day.

### 3. PERIODIC PORTER SERVICE

This service is performed during show hours ONLY. Porter will report to booth to empty wastebaskets and sweep once every 2 hours (vacuuming not included). Refusal of service will not be rescheduled or refunded. (Booth 3500 sq ft and over must order Custom Porter Service).

### 4. CUSTOM PORTER SERVICE

This service is billed at an hourly rate with a 2 hour minimum and performed during show hours ONLY (includes an assigned Porter to stay in booth). Service includes emptying of wastebaskets and sweeping (vacuuming not included). Customer is required to supply in writing hours requested. Refusal of service will not be rescheduled or refunded.

### 5. STRIPPING AND WAXING OF FLOORS

Cleaning Solutions requires 5 day notification for this 2 step process. This work can only be performed when the booth number is marked on the floor. There can be no freight in the booth during and 4 hours after the wax is applied. The work is to be performed on straight time unless otherwise agreed to by the exhibitor. Cleaning Solutions is not responsible for floor blemishes or residual glue/tape that could not be removed during the process .

### 6. SERVICE POLICY

It is our policy to settle all service, labor and billing disputes as soon as possible. Please report them to the JKC Service Desk. If you have questions regarding cleaning services call 877.452.8487

## IMPORTANT BUILDING REGULATIONS

1. Cleaning will be performed by JKC cleaners only.
2. Booth square footage is subject to verification of show management.
3. Disposal of hazardous waste on JKC premises is illegal.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKC MANAGEMENT.

**MAKE CHECKS PAYABLE TO THE JAVITS CENTER**  
Please retain a copy for your records.

**Return with payment to:**  
Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188

Phone 877.452.8487

Email: [Services@javitscenter.com](mailto:Services@javitscenter.com) **(Credit Card Payment Only)**  
[www.javitscenter.com](http://www.javitscenter.com)

# Jacob K. Javits Convention Center

## Plumbing Request Form



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15257) Content & Communications World

Month/Year

November 2014

Advance Rate Deadline: October 28, 2014

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

Company Name

Booth Number

Event Contact

Email Address

Phone Number

Fax Number

SIGNATURE

DATE

\*\*\*\* Prices subject to change without notice \*\*\*\*

Description	Quantity	Advance Rate	Standard Rate	Amount	JKJCC Use Only
Compressed Air (90 - 100lbs. PSI) Fill in: CFM	Single Outlet (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"	\$ 446.00	\$ 630.00		P75
	Add'l. Branch Outlet(s) - Each (Check Size) _1/4" _3/8" _1/2" _3/4"	\$ 150.00	\$ 200.00		P39
Water (40 PSI) Fill in: CFM	Single Outlet (Check Size) ___ 1/4" ___ 3/8" ___ 1/2" ___ 3/4"	\$ 420.00	\$ 600.00		P76
	Additional Branch Outlet(s) - Each	\$ 150.00	\$ 200.00		P44
	Tank Fill and Drain 20 to 500 gal.	\$ 200.00	\$ 260.00		P45
	Each Additional 500 gal.	\$ 65.00	\$ 90.00		P46
Drain	Single Outlet (Check Size) ___ 1/2" ___ 3/4" ___ 1"	\$ 440.00	\$ 630.00		P77
	Additional Drain Connection(s) - Each	\$ 185.00	\$ 250.00		P49
Rentals	Hot Water Heater (6 gal.) (Elec. service included)	\$ 160.00	\$ 220.00		P95
	Sink with Cold Water and Drain	\$ 700.00	\$ 950.00		P50
	Sink with Hot Water Heater (6 gal.) and Drain	\$ 775.00	\$1000.00		P51
Other Services and Fees	Specialty Gas (Non-flammable) *** Taxable Item***	Call for quotes			P80
	Use of Manifold for Air or Water Distribution (Per service)	\$ 60.00	\$ 90.00		P81
	Overhead Venting (Exhibit Halls 3A, 3B, 3E only)	Call for quotes			P82

LABOR CHARGED IN 1 HOUR INCREMENTS

Minimum charge is 1 hour.

Add 25% to outlet charge for 24-hour service

Straight Time

7:30am to 3pm, Monday through Friday

\$110.00 per hour

Overtime

3pm to 7:30am, Monday through Friday, Saturday, Sunday & Holidays

\$165.00 per hour

Special Conditions, Materials, and 24-Hour Service

See reverse side for instructions and conditions.

JKJCC USE ONLY

JKJCC PAID STAMP

Received By

Credit Card Authorization #

Check #

Invoice #

Labor #

Tracking #

Customer #

On-site Customer Signature

Total \$

State and Local Sales Taxes will be added to taxable items

**Floor  
Plan  
Required**

See Page 2 for mailing  
instructions

## REQUEST FOR PLUMBING SERVICE

### SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
  - a. **Prices subject to change without notice.**  
PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
  - b. Booth Number(s) must be identified on face of form.
  - c. Desired location of plumbing service in booth must be designated. For large booths attach floor plan.
  - d. If third party billing is required, service contract must include company name c/o display house name. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. Credit will not be given for connections ordered or installed and not used. Services cancelled prior to installation will be subject to cancellation fees.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of day for verification and consideration.
4. Unpaid balances are subject to past due penalties.

### EXHIBITOR NOTES

1. JKJCC plumbing labor is available for other plumbing work and repairs on a time and material basis. See labor rates on front of form.
2. If you need plumbing service and your booth is in exhibit halls 1D, 1E or the River Pavilion call JKJCC first. Plumbing services in those areas is extremely limited.
3. JKJCC can provide specialty bottled gas. This will include supply, delivery, storage and hook-up to equipment. Call first for price quotation. Order and payment must be received 30 days prior to show opening.
4. If your equipment has strict tolerances for water or air temperature, pressure or cleanliness, then you must consider bringing your own regulating devices and filters. JKJCC's utility operating ranges are not as precise as a specialized facility
5. It is our policy to settle all services, labor and billing disputes as soon as possible. Please report them to the JKJCC Service Desk.
6. Compressed air and water for booths is normally turned on one hour before show opening and off at show close.
7. If you have any questions regarding plumbing services, call (212) 216-2233.

## IMPORTANT BUILDING REGULATIONS

1. Only JKJCC plumbers shall make service connections. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel".
2. All plumbing material and equipment furnished by JKJCC for this service shall remain the JKJCC property and shall be removed by the JKJCC at the close of the show.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. All equipment using water must have inlet and outlet properly tagged.
5. Unless otherwise directed, JKJCC personnel are authorized to cut floor coverings to permit installation of service.
6. Service outlet size will be determined by the volume required.

**TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.**

**MAKE CHECKS PAYABLE TO THE JAVITS CENTER**  
Please retain a copy for your records.

**Return with payment to:**  
Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188

Phone 877.452.8487  
Email: [Services@javitscenter.com](mailto:Services@javitscenter.com) **(Credit Card Payment Only)**  
[www.javitscenter.com](http://www.javitscenter.com)

# Jacob K. Javits Convention Center

## Telecommunications (Phone & Meeting Room) Request Form



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event	(15257) Content & Communications World	Month/Year	November 2014
Company Name		Booth Number	
Event Contact		Email Address	
Phone Number		Fax Number	
		SIGNATURE	DATE

Advance Rate Deadline: October 28, 2014

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

\*\*\*\* Prices subject to change without notice \*\*\*\*

### SECTION 1 - WIRED TELECOMM SERVICES (All rentals are for the show plus usage unless otherwise indicated.)

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T01	Single Line Voice		\$ 285.00	\$ 370.00	
T51	Speaker Phone with Single Line Voice		\$ 320.00	\$ 400.00	
T02	Multi-Line Voice		\$ 400.00	\$ 480.00	
T08	Fax Line		\$ 285.00	\$ 370.00	
T07	Credit Card Line.		\$ 285.00	\$ 370.00	
T06	Dial Up Modem Line		\$ 320.00	\$ 400.00	
T14	ISDN BRI (Limited Availability)		\$ 625.00	\$ 775.00	

### SECTION 2 - MEETING ROOM SERVICES

Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T79	Teleconference Speaker Phone with one line		\$ 565.00	\$ 675.00	
T80	White Board with Projector daily rental		\$ 775.00	\$1025.00	

#### Notes:

Prices include labor. For questions about Section 1 and 2 please call (212) 216-5432

#### LABOR CHARGED IN HALF HOUR INCREMENTS (NON TAXABLE)

Straight Time	7:30am to 3pm, Monday through Friday	\$130.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$170.00 per hour
Technical Support Labor		\$ 90.00 per hour

#### CALLING PLANS (Please check one.) CALL FOR CALL RATES

- ☐ Local Calls (212 & 718) \*\*
- ☐ North America - US/Canada Long Distance \*\*
- ☐ Unrestricted - Local US/Canada International \*\*

\*\* All Plans includes 800 service @ \$ 0.25 First 3 minutes / additional minutes local rate applies.

All customers will be subjected to a non-return Equipment fee if all equipment and related materials are not returned to the Telecommunications Service Desk no later than one hour after the official close of the show.

GRAND TOTAL \$ \_\_\_\_\_

State and Local Sales Taxes will be added on all items

## Floor Plan Required

See Page 2 for mailing instructions

JKJCC USE ONLY	JKJCC PAID STAMP	Special Conditions, Materials, and 24-Hour Service
Received By _____		_____
Credit Card Authorization # _____		_____
Check # _____		_____
Invoice # _____		_____
Labor # _____		_____
Tracking # _____		_____
Customer # _____		_____
On-site Customer Signature _____		See reverse side for instructions and conditions.



## TELECOMMUNICATIONS SERVICES

### SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
  - a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.  
Date payment is received shall determine the applicable rate.
  - b. Booth Number(s) must be identified on face of form.
  - c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
  - d. Customer should pick up telephone and dialing instructions at the Service Desk.
  - e. A time and material charge may be applied to line relocations if not indicated or different from locations shown.
2. Credit will not be given for service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$50.00 fee plus forfeiture of the discount rate for all services ordered.
6. Customer's Duties: Customer will be responsible for returning all telephone sets or other Equipment and related materials to the Telecommunications Service Desk no later than one hour after the official close of the show. Customer shall be liable for any loss or damage to the Equipment arising from Customer's negligence, intentional act, unauthorized maintenance, or other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse JKJCC for the reasonable cost of repair or replacement.
7. All Calling Charges: Customer is responsible for all calling charges made on the hardwire line or lines they order. This is to include local calls, 800/888 calls, long distance calls, directory assistance calls and international calls.
8. Long Distance: Long distance interexchange service will be provided by JKJCC. All arrangements for long distance interexchange service shall be made directly between customer and JKJCC. Billing for such services may be processed by JKJCC. Billing or Other questions related to long distance services should be directed initially to JKJCC at the number shown on the front of this agreement. Usage rates will be billed in addition to standard line rates.

### IMPORTANT RULES AND REGULATIONS

#### Limitation of Liability:

- (a) JKJCC's obligations under this Agreement are subject to, and JKJCC shall not be liable for delays, failure to perform, or damage or destruction or malfunction of the Equipment and Service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than JKJCC, its representatives, agents or employees, or any other cause beyond JKJCC's reasonable control.
- (b) In all situations involving performance or non-performance of Equipment or related programs or Services furnished under this Agreement, the Customer's sole and exclusive remedy and JKJCC's sole and exclusive liability will be (i) the adjustment or repair of the Equipment or replacement of its parts by JKJCC or, at JKJCC's option, replacement of the Equipment or correction of the programming errors, or

(ii) if, after reasonable and repeated efforts, JKJCC is unable to install the Equipment or replacement Equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the total amount therefore paid by Customer.

- (c) IN NO EVENT SHALL JKJCC BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.
- (d) With some exceptions, no one other than a JKJCC electrician can make any connections or install/ remove telecommunication equipment. Please consult Show Management or JKJCC personnel for additional information.
- (e) Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
- (f) Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
- (g) JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

**Indemnification:** Customer hereby assumes liability for and agrees to indemnify, protect, and hold wholly harmless JKJCC and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees in contract, in tort or otherwise, which result from or arise out of negligence or wrongful use of the Equipment or the Services by the Customer or its representatives, agents, employees, or invitees.

**Assignment:** JKJCC shall have the right to assign its interest under this Agreement to any other party subsequently providing Equipment and Services to the Building.

**Entire Agreement:** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.

**Governing Law:** This Agreement shall be construed under the laws of the State of New York.

**TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.**

**MAKE CHECKS PAYABLE TO THE JAVITS CENTER**  
Please retain a copy for your records.

**Return with payment to:**  
Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188

Phone 877.452.8487  
Email: Services@javitscenter.com (**Credit Card Payment Only**)  
www.javitscenter.com



# Jacob K. Javits Convention Center

## Telecommunications (Internet) Request Form



This Order Form and payment must be postmarked or email 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event	(15257) Content & Communications World	Month/Year	November 2014
Company Name	Booth Number	Advance Rate Deadline: October 28, 2014	
Event Contact	Email Address	I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.	
Phone Number	Fax Number	SIGNATURE	DATE

**** Prices subject to change without notice ****					
INTERNET SERVICES (All internet equipment to be picked up on site at the JKJCC service desk)					
Item Code	Description	Quantity	Advance Rate	Standard Rate	Amount
T13	Credit Card Processing Ethernet Drop 128K		\$ 285.00	\$ 370.00	
T71	Shared Ethernet 256 (Single Connection 1 IP Address (See * notes below)		\$ 995.00	\$ 1295.00	
T46	Shared Ethernet 512 (Single Connection 1 IP Address (See * notes below)		\$ 1995.00	\$ 2495.00	
T72	Shared Ethernet 768 (Single Connection 1 IP Address (See * notes below)		\$ 2995.00	\$ 3745.00	
T44	T1 Service		\$ 3495.00	\$ 4370.00	
T73	5 Mbps Managed Service		\$ 6750.00	\$ 7500.00	
T74	10 Mbps Managed Service		\$13500.00	\$ 15000.00	
T75	15 Mbps Managed Service		\$19125.00	\$ 22500.00	
T76	20 Mbps Managed Service		\$24000.00	\$ 30000.00	
T04	30 Mbps Managed Service		\$33750.00	\$ 45000.00	
T05	50 Mbps Managed Service		\$52000.00	\$ 75000.00	
T22	100 Mbps Managed Service		\$75000.00	\$150000.00	
T45	Additional IP Address (See + notes below)		\$ 125.00	\$ 150.00	
T60	8 Port Hub Rental		\$ 150.00	\$ 175.00	
T61	16 Port Hub Rental		\$ 235.00	\$ 280.00	
T64	Distance Fee for each line outside the convention venue		\$ 530.00	\$ 600.00	
T77	WiFi Package per hall		\$ 5000.00	\$ 7500.00	
T78	WiFi Package building buy out		\$40000.00	\$ 50000.00	

<b>Notes:</b>		
Prices include labor. For questions please call (212) 216-5432		
+ Must order T1, or other High Speed Internet service		
* 1 IPAddress = 1 Terminal on network		
<b>LABOR CHARGED IN HALF HOUR INCREMENTS (NON TAXABLE)</b>		
Straight Time	7:30am to 3pm, Monday through Friday	\$130.00 per hour
Overtime	All hours other than above and Sat., Sun., and Holidays	\$170.00 per hour
Technical Support Labor		\$ 90.00 per hour
JKJCC does not guarantee Internet speed beyond the portal provided for your connection and is not responsible for diminution of performance due to your equipment and/or configuration.		
All customers will be subjected to a minimum of \$500.00 non-return Internet Equipment fee, if all telephone sets or Internet equipment and related materials are not returned to the Telecommunications Service Desk no later than one hour after the official close of the show.		
JKJCC USE ONLY	JKJCC PAID STAMP	
Received By		
Credit Card Authorization #		
Check #		
Invoice #		

GRAND TOTAL \$ \_\_\_\_\_  
State and Local Sales Taxes will be added on all items

## Floor Plan Required

See Page 2 for mailing instructions

Special Conditions, Materials, and 24-Hour Service
See reverse side for instructions and conditions.

## TELECOMMUNICATIONS SERVICES

### SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
  - a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.  
Date payment is received shall determine the applicable rate.
  - b. Booth Number(s) must be identified on face of form.
  - c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
  - d. Customer should pick up telephone and dialing instructions at the Service Desk.
  - e. A time and material charge may be applied to line relocations if not indicated or different from locations shown.
2. Credit will not be given for service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a \$50.00 fee plus forfeiture of the discount rate for all services ordered.
6. Customer's Duties: Customer will be responsible for returning all telephone sets or other Equipment and related materials to the Telecommunications Service Desk no later than one hour after the official close of the show. Customer shall be liable for any loss or damage to the Equipment arising from Customer's negligence, intentional act, unauthorized maintenance, or other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse JKJCC for the reasonable cost of repair or replacement.
7. All Calling Charges: Customer is responsible for all calling charges made on the hardwire line or lines they order. This is to include local calls, 800/888 calls, long distance calls, directory assistance calls and international calls.
8. Long Distance: Long distance interexchange service will be provided by JKJCC. All arrangements for long distance interexchange service shall be made directly between customer and JKJCC. Billing for such services may be processed by JKJCC. Billing or Other questions related to long distance services should be directed initially to JKJCC at the number shown on the front of this agreement. Usage rates will be billed in addition to standard line rates.

### IMPORTANT RULES AND REGULATIONS

#### Limitation of Liability:

- (a) JKJCC's obligations under this Agreement are subject to, and JKJCC shall not be liable for delays, failure to perform, or damage or destruction or malfunction of the Equipment and Service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than JKJCC, its representatives, agents or employees, or any other cause beyond JKJCC's reasonable control.
- (b) In all situations involving performance or non-performance of Equipment or related programs or Services furnished under this Agreement, the Customer's sole and exclusive remedy and JKJCC's sole and exclusive liability will be (i) the adjustment or repair of the Equipment or replacement of its parts by JKJCC or, at JKJCC's option, replacement of the Equipment or correction of the programming errors, or

(ii) if, after reasonable and repeated efforts, JKJCC is unable to install the Equipment or replacement Equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the total amount therefore paid by Customer.

- (c) IN NO EVENT SHALL JKJCC BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.
- (d) With some exceptions, no one other than a JKJCC electrician can make any connections or install/ remove telecommunication equipment. Please consult Show Management or JKJCC personnel for additional information.
- (e) Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.
- (f) Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.
- (g) JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

**Indemnification:** Customer hereby assumes liability for and agrees to indemnify, protect, and hold wholly harmless JKJCC and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees in contract, in tort or otherwise, which result from or arise out of negligence or wrongful use of the Equipment or the Services by the Customer or its representatives, agents, employees, or invitees.

**Assignment:** JKJCC shall have the right to assign its interest under this Agreement to any other party subsequently providing Equipment and Services to the Building.

**Entire Agreement:** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.

**Governing Law:** This Agreement shall be construed under the laws of the State of New York.

**TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.**

**MAKE CHECKS PAYABLE TO THE JAVITS CENTER**  
Please retain a copy for your records.

**Return with payment to:**  
Jacob K. Javits Convention Center  
655 West 34th Street  
New York, NY 10001-1188

Phone 877.452.8487  
Email: [Services@javitscenter.com](mailto:Services@javitscenter.com) (**Credit Card Payment Only**)  
[www.javitscenter.com](http://www.javitscenter.com)



## **Welcome to Centerplate - Exclusive In-House provider of Food & Beverage for the Javits Convention Center!**

**We're pleased to welcome you to Centerplate at the Jacob K. Javits Convention Center!**

As the Javits Convention Center's exclusive in-house caterer and provider of food & beverage for more than two decades, Centerplate is renowned for its impeccable service and superb selection of menus. As a direct result of Centerplate's dedication to excellence, The Javits Center has held the Exclusive Food & Beverage contract for over 20 years.

We offer a full range of menus and items which cater to every taste and budget, from simple snacks to elegant main courses. Centerplate's commitment to superb cuisine and impeccable service has helped the Jacob K. Javits Center to emerge as one of America's foremost convention center complexes.

Frequently Asked Questions: to follow are some answers to questions that our clients frequently ask:

When is the best time to place Catering orders? It has been our experience, that beginning the process of entering orders at the earliest date possible and then adjusting as needed makes for a smooth and seamless process. The deadline for orders is (14) days prior to show start. Please keep in mind that you are completely able to adjust or cancel any orders up until (7) days prior to the event. As a courtesy, we will do our best to arrange for orders placed on site but there will be a late fee attached.

What services does Centerplate offer? The Executive chef and his culinary team enjoy designing a wide variety of extraordinary menus inspired by culinary influences from around the world. As a result, they create sophisticated dishes that appeal to ethnic or regional tastes. Each day they prepare Breakfast & Luncheons for 25 -2,000, Breaks for as few as 10 and Elegant Banquets for as many as 5,000.

How do I go about placing orders?

- Centerplate's catering menus and order forms are now available online to download at: <http://www.ezplanit.com/OrderForm.asp?VID=260>
- Please call us directly at 212-216-2400 and our catering Sales Staff will answer all your questions and assist you in placing your catering order
- Fax your orders to 212.216.2495 or email to Sales: [cpjavitssales@centerplate.com](mailto:cpjavitssales@centerplate.com)

What are the food & beverage policies?

- Centerplate holds the exclusive contract for food & beverage at the Javits Convention Center. NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.
- Orders placed on site: Additional orders are always welcome! Please keep in mind that due to heavy activity during show dates, on site orders may take one hour or more to reach you and will incur a late fee charge.
- To confirm your order: We must receive signed contract, BEO and full payment no later than (14) days prior to the first event. If these steps are not completed, your service cannot be confirmed.
- Payment Policy: Please remember that Centerplate requires full payment prior to the start of the first service. We accept corporate check, major credit cards and wire transfers.
- Uniformed Wait staff will be assigned and charged as follows:  
Disposable service (1) wait staff per (40) guests   China Service (1) wait staff per (20) guests  
Captain (1) per (200) guests

All of us at Centerplate have a true love of hospitality and are committed to making your event a complete success. Please do not hesitate to contact us with any questions. Call our direct line at 212-216-2400. We truly appreciate the opportunity to provide catering for your event. Our goal is - to not only meet - but exceed your expectations!



## Centerplate

655 West 34th Street, New York NY 10001  
Phone: 212-216-2400 Fax: 212-216-2495

### CATERING ORDER FORM

Fax completed orders to 212-216-2495 for contract processing.  
For questions or to receive a complete menu packet

BUSINESS (COMPANY) INFORMATION				
COMPANY NAME: (include both names if different)				
BILLING ADDRESS:				
CITY:	STATE:	ZIP CODE:	COUNTRY:	
MAIN COTACT:				
TELEPHONE NUMBER:		CELLPHONE NUMBBER:		
FAX NUMBER:				
EMAIL ADDRESS:				
SITE (VENUE) INFORAMTION				
EVENT/SHOW NAME:				
EVENT DATE(S):				
BOOTH/ROOM NUMBER:				
NUMBER OF GUESTS:				
ONSITE CONTACT:				
ONSITE CONTACT CELLPHONE NUMBER:				
DATE OF SERVICE	START TIME/ END TIME	MENU ITEM	QTY	PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$

This order is **not confirmed** until you have received a Centerplate contract,  
and provided a complete signed contract and payment information

**PRICE SUBJECT TO CHANGE WITHOUT NOTICE\***

Uniformed wait staff will be assigned and changed as follows:  
Disposable service requires (1) wait staff per every (40) guests  
China service requires (1) wait staff per every (20) guests  
(1) Captain required per every (200) guests  
Wait staff / bartender required to dispense alcoholic beverages  
Bar service will require (1) bartender per every (75) guests

All orders are subject to Centerplate terms and conditions, and must be signed and accompanied by your catering request.

A \$35.00 delivery fee will be added to all orders under \$50.00 exclusive of admin charge and NYS taxes

\$35.00 fee assessed to all orders with a subtotal under \$350.00 that are sent in under fourteen (14) days prior to the event. Orders over \$350.00; a 10% late fee will be assessed.

**All orders are subject to 8.875% NYS Tax and 22% admin charge**



# Best in Show.



Since you've planned the Jacob Javit's Conventions, all eyes are on you.

Count on the on-site FedEx Office at Jacob K. Javits Convention Center to help your event shine.

## Total Event Service

Order your printed event materials in advance and we'll have them ready and waiting for you when you arrive. It's that easy.

And since we're on-site at your event location, we can handle any last-minute surprises. Turn to us when you're short on program guides, newsletters, addendums, registration forms or speaker's notes.

Plus, when everyone has gone home, we can help you follow up with direct mail that makes an impact.

## We're Here to Help

Jacob K. Javits Convention Center  
655 W. 34th Street  
New York, NY 10001  
212.216.2900  
Roy.Haddock@fedex.com

Find more FedEx Office locations at your favorite hotels and convention centers at **fedex.com/conventions** or call 1.800.GoFedEx 1.800.463.3339.

Here are just a few ways FedEx Office can support your event:

- Premium printing, copying and binding services
- Quick turnaround on signs, banners, aisle signs, meter boards, floor graphics, posters, tent cards and window clings
- High-speed, high-volume printing
- Preconference file assistance
- Professional finishing options
- Pack-and-ship services
- Reliable FedEx® shipping

You can plan for applause when you've got FedEx Office in your corner.





# CONFERENCE ROOM & WORK STATION RENTAL

Need an ad hoc meeting place? Want a place to meet with customers away from the show room floor? Need a headquarters for the event? FedEx Office and Print is ideal. Our Executive Suites and Private Workstations are well suited and fully equipped with all the office amenities you are accustomed to having at your own office. Each room includes a computer, high speed internet access, printer, as well as a speaker phone – all of which will help you to operate as efficiently and effectively as possible throughout your event. For additional information regarding our rentals and services contact us by phone at (212)-216-2900 or via email at [usa1280@fedex.com](mailto:usa1280@fedex.com).

### Limited Availability

Company Name		Booth	Show Name
Billing Name			Room Rental Dates
Billing Address			
City, State/Country, Zip		E-Mail	
Contact	Telephone Number		Fax Number
Credit Card No.	Expiration	Cardholder Signature	Print / Type Cardholder Name

*Your signature is **REQUIRED** in order to process this request.*

Customer Acceptance of Terms and Conditions: \_\_\_\_\_

### TO PAY BY CHECK MAIL PAYMENT W/ ORDER TO:

Description of Service	Item	Qty	Price	Total
<b>1. CONFERENCE ROOMS (Seats 4-6, Includes T-1 Access and All Domestic US Long Distance Calls):</b>				
A. Conference Room by the Hour	N-05		\$150.00	
B. Conference Room by the Day	N-06		\$800.00	
<b>2. WORKSTATIONS (Private Room - Includes T-1 Access and All Domestic US Long Distance Calls):</b>				
A. Work Station by the 1/2 Hour	N-02		\$20.00	
B. Work Station by the Hour	N-03		\$40.00	
C. Work Station by the Day	N-04		\$300.00	
			<b>GRAND TOTAL</b>	

TOTAL PAYMENT MUST ACCOMPANY ORDER

FedEx Office

655 West 34<sup>th</sup> Street

New York, NY 10001

Credit Card users **ONLY** may fax order to **212-594-9204**





## Business Lounge

Introducing an exclusive space designed  
around the needs of businesses.



JACOB JAVITS CONVENTION CENTER



**Introducing The American Express OPEN Business Lounge, a first of its kind space built exclusively for Business Cardmembers from American Express OPEN and their guests.**

American Express OPEN is the small business division of American Express and our mission is to help businesses do more business. It's the reason we built the American Express OPEN Business Lounge, a productive oasis away from the tradeshow marathon where Business Cardmembers can relax, recharge and reconnect. Simply show your Business Card from American Express OPEN to the receptionist to enjoy these benefits.



**Free Wifi**

Download a large presentation, video conference with your office, or just catch up on email. With free Wifi you can stay connected and productive.



**Complimentary Snacks & Beverages**

Enjoy a variety of healthy snacks, coffees and teas—sourced from our Business Cardmembers—to help you refuel and stay on top of your game.



**Comfy Seats**

After roaming the tradeshow floor all day, give your feet and back a break on our comfy couches.



**Power Stations**

Keep the power flowing. Recharge your tablet, phone or laptop at one of our many power stations. Forget your charger? Ask the receptionist for a loaner.



**Meeting Spaces**

Conduct your meetings in a quiet space away from all the noise of the floor, and conveniently print meeting documents from one of the lounge printers.

**CARDMEMBERS ENJOY EXCLUSIVE ACCESS TO LOUNGES IN ALL LOCATIONS**





## The American Express OPEN Business Lounge is just one of the many benefits we can offer your business.

Not a Cardmember? Experience purchasing power, savings on business expenses, cash flow flexibility and much more. Visit the OPEN Business Lounge, or one of our kiosks located throughout the convention center, to apply for a Card and get more information on how we can help you grow your business.



## What Card is right for your business?

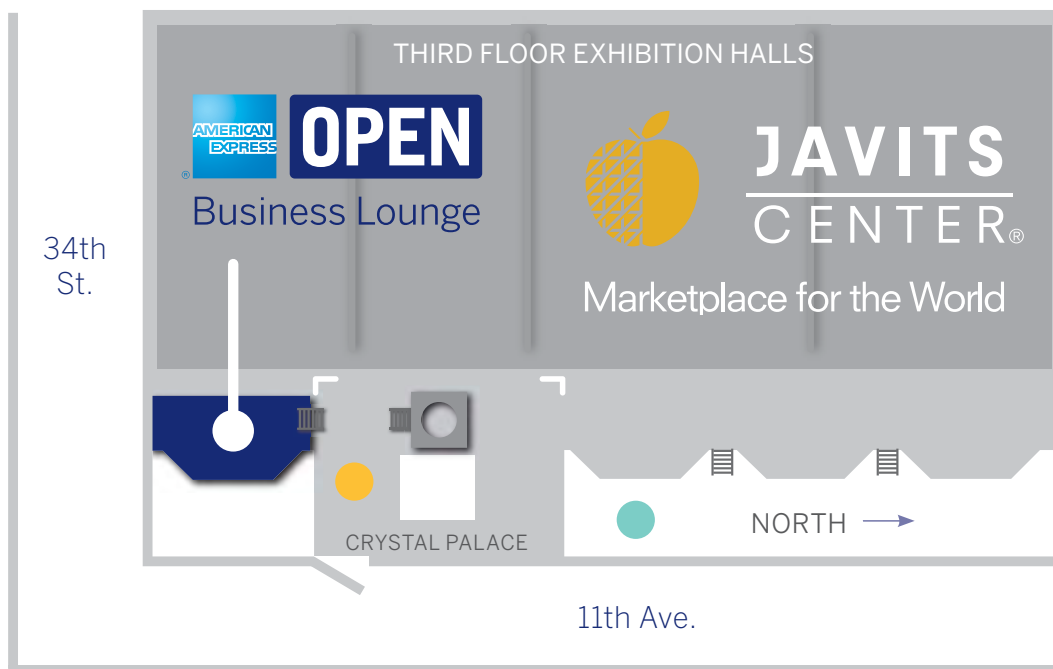
Speak with one of our business consultants about your top business expenses to identify which Card is right for your business.



1.	_____	_____
2.	_____	_____
3.	_____	_____
<b>TOTAL</b>		_____



## Visit the American Express OPEN Business Lounge.

We're located above the south side of the Crystal Palace at 4E Terrace.



-  FOOD CAR
-  CONCIERGE DESK



[open.com](http://open.com)

Now Offering  
**SuperShuttle**



## ***SuperShuttle / Golden Touch Transportation***

Located at the Jacob K. Javits Convention Center  
655 West 34<sup>th</sup> Street  
New York, NY 10001

**SuperShuttle** offers shared-ride and private van service to:

**La Guardia, Newark Liberty & John F. Kennedy Airports at rates as low as \$14 + Tax.**

This special offer is provided exclusively for Exhibitors and Attendees traveling to and from the Javits Center when ordered **in advance**.

**Call:** (800) BLUE-VAN or (800) 258-3826 **Web site:** [www.supershuttle.com](http://www.supershuttle.com)

**Please refer to the event discount code located in the Javits Welcome letter.**

**The on-site the rate is:**

- \$15 - LaGuardia (LGA)
- \$19 - John F. Kennedy (JFK)
- \$20 - Newark Liberty (EWR)

Questions?

Email Stan Kravitz at [SKravitz@supershuttle.net](mailto:SKravitz@supershuttle.net) or [nycsales@supershuttle.net](mailto:nycsales@supershuttle.net)





# Jacob K. Javits Convention Center

655 West 34th Street  
New York, NY 10001-1188

## \*\*\* SPECIAL NOTICE \*\*\*

### Shipping Freight - To and From Javits Center

To: Decorators, Exhibitors and Show Manager

The Javits Center is increasingly being billed for freight charges owed by show managers, exhibitors and decorating companies. The Center is not liable for these charges and the problem is causing a huge drain on our resources as well as affecting our credit rating. While some of the problems lie with poor record keeping by certain carriers, we have discovered a number of instances in which those responsible for the shipments have not provided the carriers with accurate billing information.

There are a number of steps you can take to make certain that we are not billed for your shipments, such as:

- 1) When arranging for freight to be shipped to you at the Center, Your full name **MUST** appear on the address and "**c/o**" precedes the Center's address. You **MUST** include your Show and Booth number;
- 2) When shipping freight from the Center, use your name and address rather than the Center's. The Center's name should only be used if a shipper requires it as the pick-up address;
- 3) Provide carriers with the shipper's and the receiver's complete name, address, telephone number and account number; and
- 4) Shipments **MUST** be pre-paid or that the carrier is provided with the accurate account number of the party responsible for payment.

We do not currently maintain records of, or otherwise play a role in, your shipments because we are not a party to your transactions. If these problems persist, however, we will be forced to do so, which will only serve to increase your costs and possibly cause delays in the movement of your goods to and from the Center.

We appreciate your cooperation in this important matter.

Very truly yours,

Jacob K. Javits Convention Center Finance Department





DECORATING COMPANY INC.  
Address: 241 South Little Tor Rd.  
New City, NY 10956

TEL: 845 268-7555 FAX: 845 268-6570

Web Site: [www.springvalleyfloral.com](http://www.springvalleyfloral.com)

## FLORAL DECORATIONS<sub>FD</sub>

NAME OF SHOW:

SHOW LOCATION:

DATES OF SHOW:

### CUSTOM FLORAL SERVICES

	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	65.00		
Fresh Floral Arrangement 15 - 18" High	75.00		
Exotic Floral Arrangement 14" High	80.00		
Exotic Floral Arrangement 24" High	95.00		

### RENTAL GREEN & FLOWERING PLANTS

Mum Plants ____ yellow ____ white ____ lavender	25.00		
Azaleas	30.00		
Green Table Plant	25.00		
Large Fern	35.00		
3-foot Green Plant	41.00		
4-foot Green Plant	51.00		
5-foot Green Plant	61.00		
6-foot Green Plant	71.00		
8-foot Green Plant	89.00		

SUBTOTAL: \_\_\_\_\_

ADD 8.875% NEW YORK SALES TAX: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ALL PRICES INCLUDE  
INSTALLATION, SERVICING,  
AND REMOVAL AT END OF  
SHOW

SPECIAL SERVICES  
AVAILABLE UPON REQUEST

- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO  
AVAILABILITY

\_\_\_\_ PLEASE HAVE YOUR  
DESIGNER COME BY TO  
MAKE SUGGESTIONS

DATE/TIME \_\_\_\_\_

ALL PLANTS INCLUDE  
DECORATIVE CONTAINERS  
PLEASE CHECK ONE

\_\_\_\_ WHITE \_\_\_\_ BLACK

### PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to : Spring Valley Floral.

Credit Account Number

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----

Expiration Date MM/YY

		-		
--	--	---	--	--

☐ American Express (15 Digits) ☐ Check

☐ MasterCard (16 Digits) ☐ Visa (13 or 16 Digits)

Authorized Signature

Name on Card

Security Code

### RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ FAX \_\_\_\_\_

City, Zip, State \_\_\_\_\_ E-mail \_\_\_\_\_

Party in Charge \_\_\_\_\_ Cell # \_\_\_\_\_

Authorized Signature \_\_\_\_\_ BOOTH # \_\_\_\_\_



**Official Supplier**

**November 12-13, 2014**  
**Jacob Javits Convention Center**

**Call Jim Clark**  
**609-395-4115**

NMR Corporate Headquarters - 28 Abeel Road, Monroe Twp. NJ 08831  
 email: [jclark@nmrevents.com](mailto:jclark@nmrevents.com) | Fax Number 609.395.7142

Equipment	Show Rate	Quantity	Sub total
<b>Non-Touch Displays</b>			
32" LED HD Monitor (1920 x 1080)	\$400.00		
40" LED HD Monitor (1920 x 1080)	\$625.00		
46" LED HD Monitor (1920 x 1080)	\$850.00		
55" LED HD Monitor (1920 x 1080)	\$1,250.00		
65" LED HD Monitor (1920 x 1080)	\$1,875.00		
70" HD Monitor (1920 x 1080)	\$2,550.00		
80" HD Monitor (1920 x 1080)	\$3,250.00		
<b>Desktop Computers</b>			
LENOVO M91p SFF i7 2600 4G,320G HD DVD RW	\$350.00		
APPLE MAC MINI CORE 2.4GHz,4G,32G,NVIDIA	\$200.00		
<b>Laptop Computers</b>			
LENOVO TP T520 i5 2.5GHz,4G,500G,WIDE	\$240.00		
LENOVO TP W520 i7 2.2GHz,8G,500G,FULL HD	\$335.00		
MacBook Pro 15" Quad Core i7 2.2Ghz Thunderbolt 8GB Ram	\$450.00		
<b>Tablets</b>			
APPLE iPad2™ 32GB WiFi+G3 9.7" MULTI TOUCH	\$210.00		
MICROSOFT SURFACE PRO 2	\$355.00		
<b>All-In-One Computer</b>			
HP COMPAQ ELITE 8300 ALL-IN-ONE CORE i7 PC 3.4GHz	\$390.00		

Equipment	Show Rate	Quantity	Sub total
<b>Multi-Touch Displays</b>			
SAMSUNG ME32B 32" LED 240Hz w/TOUCH OPTION	\$750.00		
SAMSUNG ME46B 46" LED 240Hz w/TOUCH OPTION	\$1,650.00		
SAMSUNG ME55B 55" LED 240Hz w/TOUCH OPTION	\$1,825.00		
SAMSUNG ME65B 65" LED 240Hz w/TOUCH OPTION	\$3,335.00		
<b>Floor Stands</b>			
DUAL-POST 84" FLOOR STAND (SINGLE DISPLAY)	\$135.00		
ADJUSTABLE SLIDE SHELF	\$45.00		
IPAD FLOOR STAND	\$225.00		
<b>Seamless Video Wall (Floor based)</b>			
2x2 46" Seamless LCD Display Pkg (80.8" wide x 45.6" high)	\$6,350.00*		
3 x 3 46" Seamless LCD Display Pkg (121.2" wide x 68.4" H)	Call		
* Technical Labor is required and will be quoted Separately			
**Wall Mounted or Ceiling rigged available	Call		

Additional Items			
Small Sound Pkg (1 Wireless Mic., Mixer, Pair of Spkrs)	\$595.00		
19" Floor Standing Kiosk with Touchscreen Option	\$1,155.00		
32" LCD Touch Screen Portrait Interactive Kiosk	\$1,995.00		
HP B/W Laser Printer	\$225.00		
HP COLOR Laserjet Printer 21ppm (w/ duplex)	\$455.00		
Booth Lighting	Call for Pricing		

## COMMENTS

**See Page 2 for Delivery and Billing Information**



**\*\*Order is not confirmed until Confirmation Order # is sent back by NMR \*\***

## ORDER TOTALS

### DELIVERY

Delivery rate is \$250 for all rentals up to \$1000. Rentals more than \$1000 must be quoted on a per order basis. **A representative from your company must be on hand to sign for equipment.** Repeat deliveries and/or pick-ups are subject to an additional charge.

### DRAYAGE NOT INCLUDED.

### INSTALLATION

Installation and Dismantle charges to be quoted as required.

### PAYMENT

**NMR requires payment in full at the time your order is placed.** Payment includes but is not limited to Equipment Rental, Delivery and Tax.

### CREDIT CARD

For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by NMR, Inc. or charges we incur on your behalf.

### CANCELLATION

Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.

### \*\*UNION HANDLING & SET UP FEE (if applicable)\*\*

Union fees will be based on local Union Jurisdiction and current rates. Delivery and Pickup times will also determine whether you are charged Straight Time, Overtime or Double Time. . Calculated rate will be sent back with your confirmation.

Send order to: NMR Staging & Events

28 Abeel Rd  
Monroe Twp, NJ 08831

\* Notes: In venues where union participation is necessary, delivery and pickup times may vary depending upon availability of laborers.

SHOW CODE

CCWSAT14

(NMR use only)

Equipment

DELIVERY

\$250.00

**\*\*Installation/UNION  
FEE TO BE QUOTED**

SUB-TOTAL

8.885% SALES TAX

GRAND TOTAL

## EXHIBITOR INFORMATION

Company Name:

Booth #:

Booth Location:

Ordered by:

Phone:

Set Up Date: / / Set Up Time Range : : AM PM thru : : AM PM

Pick Up Date: / / Pick Up Time Range : : AM PM thru : : AM PM

On-Site Contact Name: On-Site Contact Cell #:

Address:

City: State: Zip

Authorized Signature:

## PAYMENT INFORMATION

(All orders must be confirmed by NMR Confirmation #)

Company Name:

Credit Card Number: Exp. Date: / /

Billing Address:

City: State: Zip Code:

Authorized Signature:

Name on Card:

Email Address:



## Other Services Available Nationwide

Booth Lighting | LED Walls | Lead Capture Systems | Interactive Content Creation  
Video Production | Audio Systems | 3D Seamless LCD Displays | Projection Mapping | IT Support

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**Please contact Jim Clark 609-395-4115, [jclark@nmrevents.com](mailto:jclark@nmrevents.com)**



**NOVEMBER 12-13, 2014**  
Javits Convention Center | New York, New York

Produced by: **NAB**  
National Association of Broadcasters

## **X•Press Leads Exhibitor Success Kit**

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# Background

## Why Exhibit

Exhibiting has long been an integral part of a successful marketing plan for many companies. The ability to meet face-to-face is the most effective way to build relationships with prospects and clients. Exhibiting provides the perfect venue to identify and collect sales leads, begin and further customer and colleague relationships, and promote your company brand.

## Understanding Attendees

Today's attendee has changed from just a few years ago and expects an interactive event experience that begins before the show and lasts well after the event has ended.

Attendees today are maximizing every interaction and touchpoint at the events they attend. Pre-planning tools like social networking, exhibitor email invitations, exhibit floor mapping and scheduling allow attendees to make the most efficient use of their time onsite by researching exhibitors, sessions and other attendees months in advance.

This translates into attendees who have booked much of their onsite time and have predetermined to a large extent which exhibitors they are going to visit.

**It is important to make sure that you, as an exhibitor, have gotten yourself onto attendee's itineraries.** It is also imperative that your booth presentation be as welcoming as possible in order to attract who may not have planned on visiting you during the event.

## Who Is In Charge?

Make sure that your exhibiting efforts pay off by assigning a single person to be in charge of the leads collection process. This person has several roles. They will set goals for the meeting, coordinate training for the booth staff, select the lead retrieval equipment, monitor and report on goals, and most importantly, make sure that leads are delivered into the right hands for follow up.

### Today's Attendee Profile

- Is extremely focused on productivity
- Has researched exhibitors and pre-planned much of their time
- Has a list of targeted exhibitors to visit
- Has less time to visit exhibitors on the spur of the moment



# Pre-show: Setting Goals

## Aligning Exhibiting and Marketing Objectives

To achieve success at an event it is important to have an exhibiting presence that is compatible with your company's marketing plan. The company message and brand should be incorporated throughout the booth and fully support elements from the marketing program.

## List of Exhibiting Objectives

The first step in creating a successful exhibiting game plan is to define your exhibiting objectives. Typical objectives include collecting qualified leads, reinforcing the company brand and announcing a new product launch.

Whatever your goals are, it is important to write them down in order to create a game plan that will meet your objectives.

## Evaluating ROI

With an emphasis on Return on Investment (ROI), many options have emerged to help companies gauge the success of their exhibiting efforts.

There are several simple formulas for helping set goals and determining ROI that are explained in the following sections.

## Setting a Leads Goal

When setting a goal for leads collection make sure it is realistic, taking into consideration the total number of anticipated attendees who could be qualified leads at the event. **When a goal is determined, create a method for tracking your efforts.** A simple spreadsheet is enough to determine if each booth staffer is meeting, missing or exceeding their individual lead goal.

### Lead Goal Formula

$$\begin{array}{rcl} & \text{Number of Exhibit Hours} & \\ \times & \text{Number of Exhibit Staff} & \\ \times & \text{Interactions Per Hour} & \\ \hline = & \text{Total Lead Goal} & \end{array}$$

### Example

$$\begin{array}{rcl} & 18 & \text{exhibit hours} \\ \times & 3 & \text{exhibit staffers} \\ \times & 4 & \text{leads collected per hour} \\ \hline = & 216 & \text{leads to collect, 72 leads per staffer} \end{array}$$

Select an achievable number for your interactions per hour. Around four interactions is a reasonable number to use as a starting point. Each day onsite, review the number of leads collected and check against the goal. Discuss what daily changes can be made to help collect and qualify enough leads to meet your goal.

## Pre-show: Setting Goals (cont'd)

### Determining Leads Value

Reinforce the importance of leads to your booth staff and sales force doing the follow up by assigning a value to each lead. Incentives can be matched to lead collection and follow up.

#### Lead Value Formula

$$\begin{array}{l} \text{Total Lead Goal} \\ \times \text{ Estimated Closing Percentage} \\ \times \text{ Average Sale Value (\$)} \\ \hline = \text{Value of Leads (or potential revenue \$)} \\ \div \text{ Total Lead Goal} \\ \hline = \text{Total Value of Each Lead} \end{array}$$

#### Example

$$\begin{array}{l} 216 \text{ leads to collect} \\ \times .33 \text{ } 1/3 \text{ (33\% of leads that will buy)} \\ \times \$2500 \text{ average sale value} \\ \hline = \$178,200 \text{ value of leads collected} \\ \div 216 \text{ leads to collect} \\ \hline = \$825 \text{ value of each lead} \end{array}$$

### Determining Cost Per Lead

Determining the cost per lead establishes the amount of money spent on collecting each lead. When compared to the value of each lead, ROI can be clearly established and tracked.

#### Cost Per Lead Formula

$$\begin{array}{l} \text{Cost of Exhibiting} \\ \text{(include space, booth, travel/entertainment, etc.)} \\ \div \text{ Number of Leads Collected} \\ \hline = \text{Cost Per Lead} \end{array}$$

#### Example

$$\begin{array}{l} \$38,000 \text{ total exhibiting costs} \\ \div 216 \text{ number of leads} \\ \hline = \$176 \text{ cost of each lead} \end{array}$$

Using the Lead Value and Cost Per Lead formulas, you can determine the return on investment that can be expected from exhibiting at the show. In our example, net revenue generated by the show is \$140,200 (value of leads – cost of exhibiting). When subtracting the cost of each lead from the value of each lead, the example yields a value of \$649 per lead.

Both the net show revenue and final value per lead clearly show the ROI for exhibiting. The crucial step is to make sure you reach your lead goals and convert those leads into sales.

## Pre-show: Getting Ready

### Ideal Lead Profile

Many salespeople consider leads from trade shows to be cold calls. This perception has developed due to a failure of the booth staff to collect all necessary information or fully qualify the leads that are collected. A good lead is more than just a scan of the badge. It requires verification that the scanned information is correct, confirmation that the lead is a decision maker or influencer interested in your products and services (a qualified lead) as well as the lead's desired follow up action.

In your planning, define the information that is required from an ideal lead. Basic information will include the lead's name, company, position and contact information. Additional information requested by your sales team may include if the lead has purchased your products in the past, are they familiar with all your product families, etc.

**Create a list of the questions that will qualify each lead as "ideal" and make sure there is a game plan or script for collecting the necessary information.** This information can also be used for rating leads.

### Custom Qualifiers

To get the greatest value from your leads and effectively evaluate your show ROI it is important to qualify each prospect that visits your booth. As important is indicating the correct follow up action that matches the prospect and will keep the sales process moving forward. When you order your XPress Leads unit there will be standard qualifiers and follow up actions pre-programmed into the device or software. Examples of these are included below.

You may choose to customize these qualifiers and follow up actions to match the unique needs of your organization. Samples of customized parameters are also outlined. Customizing these allows you to best identify hot leads for your fast follow up and conversion to sales.

#### Standard Qualifiers:

- Recommends
- Final Say
- Makes Purchase Decision
- Partial Interest
- Purchase in 30 days
- Purchase in 3 months
- Purchase in 6 months
- Ready to Purchase
- Immediate Need
- Order Placed at Show

#### Customized Qualifiers:

- Model A
- Model B
- Model C
- Send Catalog A
- Send Catalog B
- Send Catalog C
- North Coast Region
- West Coast Region
- Hot Lead
- Cold lead

## Pre-show: Getting Ready (cont'd)

### Rating Leads

The easiest way to help sales successfully follow up—and to realize the value of the leads collected—is to establish a rating system to identify the quality of each lead.

Develop a simple system to rate leads based on the criteria that is most important to your sales team. For instance, if making sales is the ultimate goal of exhibiting, the important criteria would include “Decision Maker”, “Ready To Buy”, “Our Product Meets Their Needs”

Using this criteria, set up a lead rating system, for example:

#### Rank Your Leads

For greatest effectiveness assign point values to each rating.

Rating	Decision Maker?	Ready to Buy	Needs Met
A	Purchases	Yes	Yes
B	Recommends	30 Days	Most met
C	Influences	No	Some met

### Prospect List

As stated in the background section of this document, today’s attendee needs to make the best use of their time onsite. It is therefore important to make sure that your exhibit is on their list of places to visit. It is also important to make sure that the right prospects are going to be at the show.

The only way to ensure the right people are in attendance and that they come and visit you is to market to these people before the event starts. Regardless of the promotional channels you use, a list of prospects to target must be developed.

There are many sources, both internal and external, for building a prospect list. Consider these different sources when putting together your prospect list:

- Attendee list purchased from show management
- Last year’s attendee list
- Company CRM list
- Company inquiries
- Distribution channel contacts
- Social networking site set up for the event
- Association membership list

The prospect list will act as the basis for your pre-show marketing efforts.

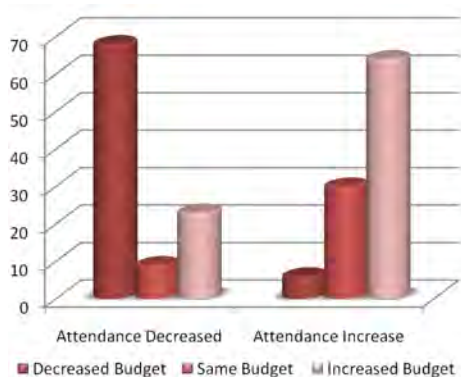
## Pre-show: Getting Ready (cont'd)

### Promotion

There is a sales axiom that states that the first time you contact someone you are a stranger, the second time an acquaintance, the third time a friend. Following this theory, your goal should be to touch each prospect three times before the event to get them to attend and visit your booth. Using a variety of communication techniques is most effective

A promotional campaign can include a coupon or invitation to come by your booth to receive a special promotional item. Contests create a good response rate. For instance, choose prizes to give away each day of the show and allow campaign recipients to register online but require them to stop by your booth to collect the prize.

### Advertising Effect on Attendance



Source: AttendTrend, Jacobs, Jenner & Kent / Frost Miller  
Figures shown reflect advertising budgets for entire events, not exhibitor event budgets. The information is meant to reinforce the importance of promotion, not to show expected returns on exhibiting with or without advertising.

It cannot be emphasized enough how crucial pre-event marketing is to getting the attention of prospects.

The promotional message needs to support the goals of exhibiting as well as supporting your company's overall marketing plan. The message should also

be clearly stated or illustrated in each piece of marketing material that is distributed for show promotion.

In addition to your primary message, each marketing piece should clearly display company name, products and services, the event name, dates and location, and how to find you at the event.

One of the best ways to get a response to your promotional campaigns is to include an incentive for the recipient to respond or take action, e.g. attend the event.

### Promotional Vehicles

Once you have determined your audience and message, it is time to choose the right vehicles to deliver your information. There are many show specific options available in addition to traditional advertising avenues.

Traditional options include advertisements online and in periodicals, direct mail, email blasts, public relations and press releases, web ads and personal contact. Your message and exhibiting goals will help determine the best advertising approach for your business.

Event management has also put in place a variety of opportunities to reach prospects with your message.

Many shows have setup web sites that include a social networking component. Social networking allows attendees and exhibitors to search for individuals that match specific profile criteria and then make contact. In addition to sponsorships, exhibitors can contact qualified prospects directly either through the application's messaging system or by generating lists for mailing or emailing.

## Pre-show: Getting Ready (cont'd)

Events offer a variety of sponsorship opportunities both onsite and pre-event through banner ads and mention on the event web site. Newsletters and show updates also commonly have sponsorship opportunities available to exhibitors.

Discuss with show management the different options that are available for reaching out to registrants and prospects. Associating your marketing efforts with those of the show puts your company in the context of the event and makes people more open-minded to your message.

### Keys to Advertising Success

Touch prospects as frequently as possible.

Keep track of your advertising results.

Regardless of the advertising options you use, there are two important factors to keep in mind: 1) touch your prospects as frequently as possible—at least three times, and 2) keep track of your advertising results. The

ease of tracking results varies, campaigns with contests where prospects respond or sign-up will be the easiest to track while magazine ads are more difficult.

### Promotional Options from Convention Data Services

Convention Data Services in conjunction with show management offers several effective ways to market to prospects and build traffic to your booth.

### X•Press VIP Evite

The X•Press VIP Program allows exhibitors to invite top prospects and clients to the event with a personalized individual email. An on-line administration area is given to exhibitors allowing them to track responses and acceptances from their VIPs.

### X•Press eBlast

Convention Data Services offers the opportunity to send email blasts to either the attendee list you purchased or to the leads you collect at the show. An email blast program that can send either plain text or HTML emails. By planning these communications in advance and with the help of XPressLeads, you can focus your attention onsite and post show on engaging your prospects and developing strong relationships.



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## Pre-show: Getting Ready (cont'd)

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### Training

Training of your booth staff plays a crucial role in the success of exhibiting. The booth staff is responsible for not only collecting leads, but asking the questions that qualify leads and determine if they are legitimate prospects. By holding one or more training sessions with the staff, you can ensure that the right information is collected and visitors leave your booth with a positive impression.

### Role Playing

Creating a script and engaging in role playing is an effective way to prepare your staff. Develop a script that quickly and concisely solicits from each visitor the information deemed important by your sales staff—make sure all booth staff is aware of the qualifiers and follow up actions in your lead retrieval device so they can use this important tool to quickly and effectively qualify visitors.

### Explaining Goals

Explain to staff members the goals and marketing message of exhibiting. The target leads goal for each staff member should be explained as well as the number of interactions per hour required to achieve the goal. A system of accountability should also be put in place to make sure each person achieves their assigned goals.

### Familiarity with Equipment

Convention Data Services distributes leads equipment at the beginning of the event when exhibitors are first setting up their booths. Set aside time to train your booth staff on the use of the equipment. In order to achieve a relaxed and smooth interaction with prospects, staff members must be able to easily operate the equipment. Familiarity with how to update prospect information and enter responses to qualifying questions is important to fully qualifying each prospect.

Convention Data Services offers DITP (Delivery, Installation, Training and Pickup) service. Training for your entire staff is offered and is the most efficient way to make sure everyone is up to speed on equipment operation.

## Onsite: Collecting Leads

### Why Get Lead Retrieval from CDS

There are many methods for getting leads onsite. All the options, with the exception of X•Press Leads equipment, have flaws. Convention Data Services is the exclusive event supplier selected by show management. What this means is that Convention Data Services created the badges with all attendee information and our equipment is guaranteed to capture all of this important data.

Some of the most important information on the badge is not the name and contact information, but the demographic responses of the individual that can be collected only by using an X•Press Leads device. 3rd party vendors—including the equipment you own—are not setup to capture anything more than a badge number that would later have to be matched to a list of attendees to get contact information.

### Getting Your Lead Device Setup and Running

Once your booth is set up, pickup your lead retrieval device and get it up and running. Each device has different requirements that range from simply plugging in the device to installing software on the PC that the device is connected to. Once the device is setup, try a few sample badge scans of your booth personnel to make sure the equipment is functioning properly. Also take a few moments to understand how to change the data that your equipment has scanned in order to be able to make modifications or add information to a lead's record.

Convention Data Services offers a DITP (Delivery, Installation, Training and Pickup) option with all leads equipment it rents. Purchasing this upgrade will save you time onsite and ensure that your equipment and staff are collecting leads smoothly.

## X•Press Leads Family of Products



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## Onsite: Collecting Leads (cont'd)

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### Scanning Leads and Updating/ Expanding Attendee Data

Between registration and attending the show, registrant's data can change. They can get a new phone number, change their email or may have typed something incorrectly during the registration process. After scanning a badge, it is a good idea to verify the information with the prospect to make sure everything is accurate.

### Evaluating Performance

On a daily basis, the booth team should get together and compare results against the goals that were set before the event. In cases where goals are not met, have discussions about what can be done to meet expectations. Discuss situations that affect the ability to collect leads and their complete information and decide on adjustments that will allow you to stay on track with your leads goal.

### Adding Notes

By typing in additional notes about a prospect, you can personalize the conversation and indicate specific details that will enhance your follow up post show. You can receive this important information electronically, which will help you keep all of your lead information together and in a usable format.

# Post-show: Closing the Deal

## Follow Up

Without follow up, all your preparation and expense will go to waste. Statistics show that up to 80% of leads collected at events never have any follow up. Without follow up, there is no way to close the deal. Prospects have already come to you at the event, it is now your responsibility to follow up with your leads.

Create a game plan for following up on leads as part of your pre-show preparations. If you have a plan in place before the show, follow up will be easier and can be executed immediately following the show or even while the show is still in progress.

### Examples of follow up actions include:

- Send a personal email to each person who visited your booth.
- Call your hot leads to discuss next steps
- Send an email blast with your company's message to all qualified leads identifying next steps. X•Press Leads email blast can assist you with this.
- Send a direct mail postcard to all your leads keeping your company fresh in their mind.

When creating the follow up plan, it is a good idea to have different responses for different types of leads you collected. All leads could (and should) receive an email thank you immediately at the close of the show, or, if possible, the same day they visited the booth.

If a lead specifies a follow up timetable and method, be sure to follow their instructions.

All leads should receive some type of follow up contact within 1 week of the show close. The interest in your company and products diminishes quickly after the show closes when

people return to their regular schedules. Timely follow up is absolutely critical to translating leads into sales.

## Downloading and Managing Leads

The rental of X•Press Leads equipment comes with access to X•Press Leads Central an online leads management web site.

One business day after the event close, the leads you collect on X•Press Leads equipment will be posted to X•Press Leads Central. Use your show code and order number to enter the site and download a copy of your leads in CSV or Excel format. Both spreadsheet formats will import easily into virtually any CRM.

The URL for X•Press Leads Central is:

<http://www.xpressreg.net/XpressLeads/login.asp>

If you are missing your login information to the site, there is a text link on the login page to request an email with your information.

If your company does not have a CRM system, create a simple spreadsheet that lists leads on separate sheets based on region or sales person. Add columns to the spreadsheet that include who is responsible for working with the lead, follow up dates and methods, outcome of the follow up and next steps.

To help with your follow up efforts, you can order email blasts from Convention Data Services to be sent to your prospects that contain your unique message and personalization for each contact.

## Post-show: Closing the Deal

### Evaluating Exhibiting ROI

If you have completed the steps recommended in this document, you have already collected all the information necessary to determining your exhibiting ROI.

Use the formulas presented earlier in this document to determine ROI. Replace your goals and assumptions with the actual data from the show and recalculate to see exactly how much revenue was generated from the show as well as the true value of each lead that you collected. This information can be used for a variety of metrics related to the show that will help you evaluate and improve your exhibiting return.

Many sales take a while to go from contact to close. Keep your CRM or tracking spreadsheet up-to-date so that weeks or months from the close of the show, you can get a clear picture of your event ROI. Keep the information up-to-date until the next year's show and use the ROI worksheet as a starting point while planning and for post-event comparisons.

Post event, use the formulas in the previous sections of this document to compare goals to actual performance. If goals are met, the formulas and assumptions can be used for future events as a basis for setting new goals. If the goals are not met, discuss what needs to be done to make sure they are met in the future. For instance, if there was not enough traffic to the booth consider the amount of marketing you did before the event, was the booth and staff welcoming to prospects, etc.

#### METRICS

##### Why measure ROI?

- To document the value of show participation and results
- To identify additional opportunities that can increase revenue
- To evaluate relative results and success
- To plan enhancements for future shows and marketing initiatives

Using the X•Press Leads interactive ROI worksheet at the end of this document can help you with this effort, and can be a key tool in maximizing your event success!

# Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

## Lead Goal

		Pre-Event Goal	Post-Event Actual
Number of Exhibiting Hours		<input type="text"/>	<input type="text"/>
Number of Booth Staff	<b>X</b>	<input type="text"/>	<input type="text"/>
Interactions Per Hour	<b>X</b>	<input type="text"/>	<input type="text"/>
<b>Total Lead Goal</b>	<b>=</b>	<input type="text"/>	<input type="text"/>

## Lead Value

		Pre-Event Goal	Post-Event Actual
Total Lead Goal		<input type="text"/>	<input type="text"/>
Average Closing Percentage	<b>X</b>	<input type="text"/>	<input type="text"/>
Average Sale Value	<b>X</b>	<input type="text"/>	<input type="text"/>
<b>Total Leads Value</b>	<b>=</b>	<input type="text"/>	<input type="text"/>
Total Lead Goal	<b>÷</b>	<input type="text"/>	<input type="text"/>
<b>Total Value of Each Lead</b>	<b>=</b>	<input type="text"/>	<input type="text"/>

## Cost Per Lead

		Pre-Event Goal	Post-Event Actual
Cost of Exhibiting*		<input type="text"/>	<input type="text"/>
Number of Leads Collected	<b>÷</b>	<input type="text"/>	<input type="text"/>
<b>Cost Per Lead</b>	<b>=</b>	<input type="text"/>	<input type="text"/>

\*Include all exhibiting expenses including booth, travel, entertainment, etc.

## Event ROI

		Pre-Event Goal	Post-Event Actual
Total Leads Value		<input type="text"/>	<input type="text"/>
Cost of Exhibiting	<b>-</b>	<input type="text"/>	<input type="text"/>
<b>Total Event ROI</b>	<b>=</b>	<input type="text"/>	<input type="text"/>



# Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

## Exhibiting Objectives


## Campaign Message(s)


## Promotional Vehicles

	<input type="checkbox"/> X•Press VIP Guest Pass
	<input type="checkbox"/> X•Press Exhibitor Emails
	<input type="checkbox"/> X•Press Email Blast
	<input type="checkbox"/> X•Press Attendee List

## Lead Rating

Criteria	Rating			
	4	3	2	1
Purchasing Role	Decides	Buys	Recommends	No Role

## Ordering Information

Purchaser
Order Email
Order Number
Username
Password

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# How do you recognize your **new #1 client?**



With **complete prospect profiles** captured with **X•Press Leads**.

A simple scan gives you the contact and demographic information to identify your ideal prospects. Make your exhibiting efforts pay off with the small investment that yields huge returns.

## **X•Press Lead Family** Solutions for every exhibitor

### **X•Press Connect App**

- Scan or type badge ID on your mobile device
- Real-time leads list
- Review, add notes and qualifiers
- Set Appointments
- Fast email followup



#### System Requirements:

Android – compatible with phones and tablets (2.x or higher)

Apple iOS – compatible with phones and iPads (3.x or higher)

3 megapixel or higher camera is recommended

*Leads are available during the show and post-event at [www.xpressleadpro.com/leads](http://www.xpressleadpro.com/leads), for no additional charge. All orders include onsite and post show tech support.*

### **X•Press Connect Plus**

- Our portable handheld wireless scanner
- Scans anywhere
- Full color display
- Real-time leads list
- Optional Bluetooth printer upgrade



## **X•Press Leads - Exclusive Lead Retrieval provider**

Convention Data Services is the official and exclusive lead retrieval supplier for CCW + Satcon 2014. Their X•Press Leads equipment includes the X•Press Connect software app and the X•Press Connect Plus wireless handheld scanning device (printer upgrade available). Both solutions allow exhibitors to electronically capture complete attendee contact information onsite, and enter custom notes into the lead record. Files are then available for the exhibitor to download for instant lead follow up.

**Important 2014 Badge Barcode Information:** This event deploys a QR code on the badge. If you use your own lead retrieval system, you will need to order the data conversion service to obtain complete attendee data. Please contact **Steve Barove**, Senior Exhibitor Services Account Manager to discuss the data conversion service and other lead retrieval options via phone 508-743-0112 or email [sbarove@cdsreg.com](mailto:sbarove@cdsreg.com).



Convention Data Services | 107 Waterhouse Road | Bourne, MA 02532

[www.xpressleadpro.com](http://www.xpressleadpro.com) | 1-800-746-9734 | 1-508-743-0197 | [xpressleadpro@cdsreg.com](mailto:xpressleadpro@cdsreg.com)

**X•Press Leads**  
CONVENTION DATA SERVICES®

**Not everyone will have a business card. Everyone will have a name badge to scan. Don't miss a single prospect!**

**Order Online and Save the \$10 processing fee: [www.xpressleadpro.com](http://www.xpressleadpro.com) Show Code: CCWE114**

Leads are available during the show and post-event at [www.xpressleadpro.com/leads](http://www.xpressleadpro.com/leads) for no additional charge.  
All orders include onsite and post event tech support.

**EARLY\*** **ADVANCE\*** **STANDARD\*\***  
thru thru after  
**09/18/14** **10/16/14** **10/16/14**

watch video 



### X•Press Connect App - Licensed App for YOUR iPhone, iPad, and Androids.

Use your own mobile device to scan or type badge ID for real-time lead information. X•Press Connect features include standard qualifiers or surveys, fast email "follow-up", schedule appointments (**iPhone only**), lead rating, view real-time statistics and the ability to work offline. Leads uploaded in real-time to our password protected website.

**Additional License** - If you plan to use the app on more than one device, you will need to purchase additional licenses. Each mobile device requires a license to activate the app.

System Requirements: Android – compatible with phones and tablets (2.x or higher)  
Apple iOS – compatible with phones and iPads (3.x or higher) 3 megapixel or higher camera is recommended

QTY TOTAL

☐ \$335 \$390 \$450

☐ \$125 for each additional license

Additional licenses can also be included with the purchase of the Xpress Connect Plus.

watch video 



### X•Press Connect Plus - Handheld Wireless Device

This is a wireless handheld mobile device that comes with a charger for overnight charging. Scan badge, retrieve instant complete contact data, add notes, qualifiers, and rate the lead. (**Mobile device provided**). Leads uploaded in real-time to our password protected website.

**Connect Plus Bundle** - Includes Unit, X•Press DITP Service and X•Press Custom Qualifiers at a 10% savings

**Connect Plus Printer** - Add a Bluetooth printer for hardcopy leads printout on the Connect Plus. One per unit

☐ \$425 \$475 \$540

☐ \$560 \$640 \$760

☐ +\$75 +\$85 +\$95

### 3rd Party X•Press Data Conversion Service - Retrieve complete badge information on your third party device real-time or post event.

If you use your own lead retrieval system, the Data Conversion Service is required. The QR Code for this event will only include minimal information: Badge ID, Show Code, First Name, and Last Name. To obtain **complete** attendee data real-time or post-event, you will need to order the Data Conversion Service.

☐ \$500 per event

### X•Press Extras - Optional Services (prices listed below are per unit)

#### X•Press eBlast Email Service

X•Press eBlast is the complete event email campaign solution. Send custom HTML or plain text emails to your leads, complete with a personalized greeting and your company's unique message. - *this is a post-show service*

☐ \$205 \$255 \$300

#### X•Press Custom Sales Lead Qualifiers

Available for all systems to enhance your post-show follow up. Target ideal prospects! Submit customized qualifiers with an online order or by email to [xpressleadpro@cdsreg.com](mailto:xpressleadpro@cdsreg.com) . - 20 lines with a 22 character limit

☐ \$100 \$120 \$155

#### X•Press DITP Service

Delivery, Installation, Training and Pick-up Service. Ensure your booth staff learns tips to maximize results.

☐ \$100 \$120 \$155

**Protect your lead retrieval equipment if stolen or damaged by including the loss damage waiver with your order.**

**Company Name:** \_\_\_\_\_

**Order Online and Save the \$10 processing: [www.xpressleadpro.com](http://www.xpressleadpro.com) Show Code: CCWE114**

Fax both order pages to **1.508.759.4238** (\$10 processing fee will be applied on all faxed, mailed and emailed orders.)



Scan the QR code to  
launch videos.

Please Note: Product availability  
is subject to the individual show.

<http://conventiondataservices.com/products/exhibitors.aspx>

Subtotal	=
Sales Tax 8.875%	+
Optional Loss Damage Waiver (cost is per unit)	QTY ____ X \$75 =
Processing Fee (No Fee for ordering online)	+ \$10.00
<b>TOTAL (US dollars)</b>	<b>=</b>

Order Online and Save the \$10 processing fee: [www.xpressleadpro.com](http://www.xpressleadpro.com) Show Code: CCWE114

Leads are available during the show and post-event at [www.xpressleadpro.com/leads](http://www.xpressleadpro.com/leads) for no additional charge.  
All orders include onsite and post event tech support.

## Questions? Please Call:

1-800-746-9734

1-508-743-0112

or email:

[sbarove@cdsreg.com](mailto:sbarove@cdsreg.com)

Fax both order pages to:

1-508-759-4238

CONTACT

COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

COMPANY WEB ADDRESS: <http://www.>\_\_\_\_\_

All orders will be confirmed by email.

PAYMENT METHOD: ☐ MC ☐ VISA ☐ AMEX

CARD NUMBER: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ "Convention Data Services" will appear on your credit card statement.

SIGNATURE: \_\_\_\_\_

PAYMENT

## Authorization

Your signature denotes acceptance of the Terms & Conditions on both pages of this order form and is required prior to processing.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

## Terms & Conditions

1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.

- The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**
- Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received. **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE.**
- Onsite orders are based on unit availability. **NO REFUNDS WILL BE MADE FOR ORDERS CANCELLED WITH-IN 30 DAYS OF THE SHOW OPENING DATES.**
- No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X•Press LeadKey orders. If your computer does not meet these requirements, our onsite representatives will do their best to upgrade your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- The X•Press LeadPro requires electricity. No partial refunds will be allowed onsite should exhibitor fail to order electricity for X•Press LeadPro orders. If you do not have electricity, and need an alternative unit, an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**

### STANDARD EQUIPMENT REPLACEMENT COSTS

X•Press LeadPro	\$2000.00
LeadPro Power Cord	\$25.00
X•Press LeadMobile	\$2000.00
LeadMobile Bluetooth Adaptor	\$500.00
X•Press Connect Plus	\$1000.00
Connect Plus Power Cord	\$75.00
Connect Plus Bluetooth Printer	\$1000.00
Connect Plus Bluetooth Adaptor	\$250.00
X•Press LeadKey	\$500.00
Barcode Scanner	\$1000.00

7) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does not purchase the Loss Damage Waiver coverage or coverage rules not expressly followed as detailed in 7b below). Customer acknowledges and understands that the applicable replacement cost is as follows:

7a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.

7b) Loss Damage Waiver Terms. The Loss Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRACTOR's Lead Retrieval Desk immediately. To honor Loss Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within 7 days of reporting the equipment missing. If copy of report is not received within 7 business days of the event end date, Loss Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.

- CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.







## PRIVATE GUARD SERVICE – ORDER FORM

MAIL DIRECTLY TO:

RAV TRADE SHOWS INC.  
247 West 35<sup>th</sup> Street (5<sup>th</sup> Floor)  
New York, N.Y. 10001  
(212) 447-7777 FAX (212) 447-1218

EXHIBITOR: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

INDICATE NUMBER OF GUARDS PER SHIFT:	EVENT: <b>2014 CCW/SATCON EXPO</b>		
	PLACE: <b>JACOB K. JAVITS CONVENTION CENTER</b>		
	DATE: <b>NOVEMBER 12-14, 2014</b>		
DATE OF SERVICE:	MIDNIGHT- 8:00 A.M. SHIFT	8:00 A.M.- 4:00 P.M. SHIFT	4:00 P.M.- MIDNIGHT SHIFT

PLEASE NOTE TO AVOID ANY MISUNDERSTANDINGS.....

THE OVERTIME RATE WILL BE APPLIED TO WEEKENDS AND TO ANY SHIFT THAT IS LESS OR MORE THAN 8 HOURS. HOLIDAYS ARE BILLED AT DOUBLE TIME. THE ONSITE RATE APPLIES ONCE MOVE-IN STARTS. RAV REQUIRES PAYMENT IN FULL AT THE TIME YOUR ORDER IS PLACED.

GJ2007

THE RATES FOR THIS SERVICE ARE AS FOLLOWS:

STRAIGHT TIME - \$26.00 PER HOUR

OVERTIME \$38.00 PER HOUR

8.875 % New York Sales Tax applies

ONSITE SECURITY ORDERS

STRAIGHT TIME - \$28.00 PER HOUR

OVERTIME \$42.00 PER HOUR

Armed Officer Rate:

\$42.00 Flat Rate

\$45.00 Onsite order Flat Rate

PAYMENT INFORMATION:

CARDHOLDER NAME: \_\_\_\_\_ CREDIT CARD #: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

GJ2012